



Pend Oreille County Public Utility District

An Equal Opportunity Employer

GIS Technician

Department/Location:	Engineering/Newport	FLSA Status:	Non-Exempt
Reports To:	Engineering Manager	Grade:	8
Supervises:	N/A	Revision Date:	12/01/2022

Job Description

Responsible for the operation and maintenance of the District's Geographic Information System (GIS) and work order management systems, and for providing a high level of technical support, and services to personnel in digital mapping and District asset management.

Essential Functions

- Work directly with District Engineers, Technicians and Lineman to develop and maintain the District's GIS database using the District's Mapping System. This database includes all Transmission and Distribution electrical equipment, pole contact and fiber information.
- Acts as a technical resource in assisting users to trouble-shoot and resolve problems with specialized GIS systems; recommends solutions.
- Call attention to, and assists in resolving, inconsistencies and deviations from prescribed practices or given criteria.
- Support GIS by acting as a technical liaison between IS and GIS departments.
- Maintain and validate the data integrity and accuracy of the District's GIS and work order management systems with respect to property information, customer data, electrical facilities and equipment by reconciling information gathered from various District documents, processes, employees and outside agencies. May involve mapping research in the office or occasionally in the field. Enter new map data using digital files, hard copy graphics, such as as-builts, CAD drawings, or job maps as well as through digitizing and data entry.
- Participate in the development of long-range planning goals relating to the District's GIS and work order management systems and computer hardware and software requirements including upgrades, software and output/reporting processes.
- Produce, develop and deliver map products and related documents as requested for all departments.
- Operate a variety of related equipment such as plotter, printer, digital camera, and GPS unit.
- Improve process workflow, manpower efficiencies, and software utilization for system management assisting in research, evaluation, and further development of integrated data management systems.
- Test, maintain, and monitor GIS programs and systems, including coordinating the installation of GIS programs and systems.
- Maintain technical documents. Develop, document and revise system design procedures, test procedures, and quality standards.
- Provide users with assistance solving GIS related problems.
- Provide a highly professional level of prompt, efficient, accurate, courteous and reliable service in such a manner as to reflect favorably on the management of the District and to ensure quality service to the customers.



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Other Duties

- Occasional field verification of drawing accuracy and resolves “as-built” problems and conflicts.
- Must work directly or indirectly with District customers on a regular, ongoing basis. Must provide a high level of professional, prompt, efficient, accurate, courteous, and reliable service in such a manner as to reflect favorably on the District and to ensure high quality service to District customers.
- Understand and demonstrate a commitment to the District’s mission, vision, core values, and strategic plan.
- Adhere to all safety policies and procedures. Promote a safe work environment for all employees, contractors, and customers, in order to ensure a reliable workforce and an educated community.
- Be respectful of all employees and customers, listening to their requests and understanding their needs.
- Act as a responsible steward of public assets and trust. Foster open and honest communications, listen, and understand other perspectives.
- Foster teamwork and promote unity of the District and its departments.
- Perform other duties as assigned.

Education, Experience, & Training Required

- Associates Degree in, Surveying, or Engineering.
- Four years of related experience may be substituted in lieu of degree.
- A minimum of an Associate’s degree or equivalent in geographic information systems, geography, planning or computer science plus a minimum of two (2) years of experience providing GIS functions. An equivalent of education and experience may be qualifying.
- Experience preferred with NISC’s Map-Wise.
- Experience preferred with National Information Solutions Cooperative (NISC).
- Experience preferred with ESRI’s suite of software, including ArcGIS desktop, ArcGIS Server, ArcGIS Portal and Enterprise.
- Familiarity with electronic document management systems (EDMS) desirable.

Skills/Abilities

- Understanding of scripting languages and tools such as: SQL, Python, JavaScript, Perl, ArcGIS Model builder, FME and other spatial data processing skills.
- Thorough knowledge of cartography including scaling and converting cartographic information to digital format is required.
- Must be able to interpret and explain technical concepts and instruct users on concepts and procedures for GIS integrated systems, applications and software.
- Familiarity of the ArcGIS suite of tools.
- Knowledge of Structured Query Language (SQL) and programming experience preferred.
- Ability to apply rational thinking to solve practical problems and to comprehend instructions.
- Ability to interface effectively with the public and to consistently maintain a professional, constructive demeanor.
- Ability to communicate well both orally and in writing.
- Ability to receive guidance and supervision, follow work rules, safety practices, work procedures, and meet punctuality and attendance standards. Complete work in an accurate and timely manner.
- AutoCad & Drafting experience preferred but not required.



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Other requirements if box is checked

- Valid driver license
- CDL Endorsement
- Professional license or registration
- Post-offer drug test
- Post-offer background check
- Apprenticeship or other education/training required as a condition of employment, progression or advancement

Physical Requirements

- Most working time is sedentary in nature, or standing/walking primarily in a controlled office environment.
- Occasional trips to other District work sites and other locations for project work, meetings, training, etc.
- Occasional outside work exposes employee to weather elements, including climate extremes (temperature, precipitation, wind, etc.).
- Must occasionally traverse over variable terrain over extended distances.
- Frequent use of a computer and exposure to terminal screens.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Frequently handle material of moderate weight, up to 15 pounds and occasionally 40 pounds.
- There is occasional exposure to hazards or risk of injury that are primarily protected against or predictable.
- Typically requires use of one of more senses of medium intensity and long duration.
- Under regular pressure to meet deadlines, perform tasks with a high degree of accuracy, process a large volume of work and resolve issues related to business needs of the District.
- Outside the office, employee will be required to wear Personal Protective Equipment (PPE) such as hard hats, insulated gloves, earplugs and respirators according to the requirements of the environment or the particular task.

Approvals:

Employee	Date
Manager	Date
Human Resources	Date

Public Utility District No. 1 of Pend Oreille County is a publicly owned municipal corporation organized under the laws of the State of Washington. The primary purpose of the PUD is the efficient generation, transmission and distribution of electrical energy, as well as the provision of water and wholesale broadband services. The PUD serves the residents of Pend Oreille County and operates on revenues from the sales of its utility services. Employment at Pend Oreille County Public Utility District is at-will. This job description is not a contract of employment. Signing of this document is an acknowledgement of responsibilities assigned to this position.



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