

Adams-Columbia Electric Cooperative has a GIS Technician job opening at our Friendship office. The starting wage range is \$20.27 - \$27.77 per hour, with scheduled increases to the top of that range within two years. The job description is attached and the application is available here: <http://www.acecwi.com/Careers>.

CLASS TITLE: Geographic Information System (GIS) Technician

CLASS FUNCTION: Assists in the maintenance of the cooperative's Geographic Information System, primarily graphical mapping and attribute management. The GIS Technician shall provide necessary data, maps, and assistance to aid in the planning, design, analysis, installation, and maintenance of the cooperative's electric distribution system. Responsible for assistance and support of activities related to operations and engineering software programs including, but not limited to: Esri / Milsoft GIS software, Partner staking and inspection software, Milsoft Engineering Analysis software, Milsoft Outage Management software, Survalent supervisory control and data acquisition (SCADA)/load management software, automated metering infrastructure software and others as they become available.

REPORTING RELATIONSHIPS:

- Reports to: GIS Analyst / Coordinator

EXAMPLES OF DUTIES: (Illustrative, not inclusive)

- Assists in the maintenance of the cooperative's GIS and related systems by obtaining, updating, and implementing all information pertaining to the electric distribution system that is provided by engineering and operations through staking sheets and various other sources;
- Assists in the preparation of system planning and operational studies (such as construction work plans, long range plans, and sectionalizing studies) by providing the system engineer(s) with an updated electric distribution system model to be used in performing engineering analyses and incorporating the results of these analyses into the cooperative's GIS;
- Provides necessary GIS data, maps, and assistance required by employees to aid in the planning, design, analysis, installation and maintenance of the electric distribution system;
- Makes recommendations for improved efficiencies for the usability and operation of GIS technology and related hardware and software;
- Updates non-electric land base data through various sources to customize and enhance the performance of the GIS;

- Proficiently operates a personal computer, plotter, printer, and copy machine. Efficiently uses Windows based software including, but not limited to Microsoft Office programs;
- Assists in the maintenance of department files pertaining to electric distribution system equipment;
- Designs and draws exhibits, plat maps and details, including the research and collection of survey information and transfer of construction work orders;
- Assist dispatch personnel with the use of the mapping system as related to the outage management system connectivity, works with Milsoft Outage Management software to coordinate outages, dispatch, and track as required;
- Occasionally called upon to report to the office after hours to assist dispatch due to abnormal system operating conditions;
- Attends safety meetings, training, and other employee meetings as required. Uses safe working procedures and looks out for the safety of others. Cares for and maintains all cooperative assigned equipment and supplies.
- Contributes to department and Cooperative performance by completing related duties as assigned;

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities of personnel so classified.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of electrical distribution systems;
- Knowledge of database management systems such as Microsoft Access, Oracle, Microsoft SQL Server and the ability to analyze data related to GIS features;
- Ability to manage complex data sets to assure accurate Geographic, Customer, and Financial information systems;
- Ability and skill to design accurate and neat exhibits, maps, and details;
- Ability to meet deadlines;
- Ability to discern needed information through research from old and outdated records, maps, or files;
- Ability and skill to demonstrate a commitment to member service at all times, working well with others to provide quality, efficient and courteous service to all

members and internal customers;

- Ability and skill to support teamwork by providing effective participation, cooperation and communication;
- Ability to work in the field, as necessary, encountering varying conditions, such as weather, traffic, and animals.

EXTERNAL RELATIONSHIPS:

- Members – Consumers
- Vendor Representatives
- Consultants
- Government (Local, State and Federal)

REQUIRED QUALIFICATIONS:

Education:

High school and two-year technical degree or an Associate's Degree in GIS, geography, computer science, planning, mapping, surveying, or related field(s). Related and progressively responsible work experience may substitute for all or a portion of the educational requirements.

Valid Wisconsin driver's license

DESIRABLE QUALIFICATIONS:

A bachelor's degree or completion of a GIS certificate program is desirable. Additional electrical technology, electrical utility and GIS experience is preferred.

Others such as:

- Experience with Esri ArcGIS Desktop;
- Experience with Milsoft WindMil or WindMilMap;
- Experience with scripting in Python and SQL;
- Experience with Milsoft DisSPatch Outage Management software;
- Experience with AutoCAD;
- Experience with advanced metering infrastructure, load management, staking, SCADA, and other operations technology systems.

PHYSICAL QUALIFICATIONS:

Works primarily in a climate controlled office environment with minimal physical exertion.

Occasionally pulls, lifts, and carries objects weighing up to 50 pounds.

Frequently interacts with consumers and internal personnel via verbal, electronic and written communication.

May include travels to the field to conduct inspections, usually under favorable weather conditions but often encounters vehicular traffic, slippery surfaces, uneven terrain and animals. The position requires stooping, crouching, twisting, reaching and handling.

March 2017