



GIS Technician (Salary - DOQ)

Public Utility District No. 1 of Cowlitz County (better known as Cowlitz PUD) is a publicly owned municipal corporation of the State of Washington. The purpose of this municipal corporate organization is for efficient generation, transmission and distribution of electrical energy. The PUD is owned by the residents of Cowlitz County and operates on revenues from the sales of its services. The PUD has waived its right to collect tax revenue despite authority to do so.

The primary purpose of this position is to provide mapping and facility asset management for the District's GIS using the District's ArcMap/ArcFM based Geographic Information System (GIS) and work order management systems.

The ideal candidate must have an Associate's degree or equivalent course work from a vocational or technical school in geographic information systems, geography, planning or computer science plus a minimum of one year of progressively responsible experience providing GIS functions. Preference may be given for Bachelor's degree in Computer Science, Geography or related field from an accredited four-year college or university.

Cowlitz PUD is an Equal Opportunity Employer, and all qualified candidates are encouraged to apply. This recruitment will remain open until Friday, February 6, 2015. To apply for this position you must provide a cover letter, resume, completed supplemental questions, and completed Cowlitz PUD application. ***Incomplete application packets will not be considered.***

Please Note: *To be eligible for full-time, regular employment at Cowlitz PUD, you must be authorized to work in the United States when you begin your employment. If you do not have the right to work in the United States at that time, please be aware that Cowlitz PUD is not in a position to provide sponsorship, participate in Optional Practical Training programs, or support changes to your immigration status.*

Please submit to:

Cowlitz PUD
Attn: HR
PO Box 3007
Longview, WA 98632

OR

Scan and email to:

jobs@cowlitzpud.org



Job Description

The job description is intended to describe the general nature and level of work being performed by the incumbent, and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

JOB TITLE: GIS Technician	FLSA: Exempt
DEPARTMENT: Engineering	UNION AFFILIATED: No
REPORTS TO: GIS Supervisor	
PREPARED: January 2015	

GENERAL POSITION SUMMARY:

The primary purpose of this position is to provide mapping and facility asset management for the District's GIS using the District's ArcMap/ArcFM based Geographic Information System (GIS) and work order management systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The GIS Technician will routinely and independently perform, with technical and policy guidance on basic, unusual or complex problems, the following:

- Assist in the maintenance of the District's specialized and dedicated GIS, work design, and work order management software and integrated systems.
- Follow GIS department system procedures.
- Maintain and validate the data integrity and accuracy of the District's GIS and work order management systems with respect to easement information, customer data, electrical facilities and equipment by reconciling, editing, and entering information gathered from various District documents, processes, employees and outside agencies. May involve mapping research in the field or in the office. Enter new map data using hard copy graphics, such as asbuilts, CAD drawings, or digitally created job maps as well as through digitizing and data entry.

- Support the District's electric distribution analysis by creating, modifying, and updating the electric database network model and generating reports using the District's analysis processes, queries, scripts and models.
- Produce, develop and deliver map products and related documents as requested for all departments. Demonstrated abilities to operate a variety of related equipment, such as digital camera and GPS unit.
- Assist in the improvement of process workflow, manpower efficiencies, and software utilization for system management. May assist in research, evaluation, and further development of integrated data management systems.
- Work cooperatively and jointly with personnel from all departments and outside agencies.
- Demonstrated ability to be punctual and regular in attendance.

Other Position Functions:

- Perform other related duties as assigned.

EXPERIENCE AND TRAINING:

- Minimum qualifications: Associates degree or equivalent course work from a vocational or technical school, in geographic information systems, geography, planning or computer science plus a minimum of one (1) year of progressively responsible experience providing GIS functions.
- Preference may be given for Bachelors degree in Computer Science, Geography or related field from an accredited four-year college or university.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Good interpersonal and customer service skills to courteously deal with and to establish and maintain effective working relationships with co-workers, other District employees, outside vendors and the general public. Excellent customer service skills.
- Work in multi-task work environment, with constant interruptions and distractions. Ability to multi-task, adapts to changing priorities, and meets set deadlines. Must be able to perform quick turn-around tasks and long-term projects. Attention to detail and strong organizational, analytical, and knowledge of basic arithmetic skills required.
- Establish and encourage a work atmosphere that embraces honesty and openness, and fosters collaborative internal and external working relationships.
- Initiative to take action and be self-motivated. Ability to make independent decisions using sound judgment.
- Communicate in a professional business-like manner, both orally and in writing. Must understand and follow oral and written instructions.
- Proficient in Microsoft office applications.
- Understanding of scripting languages and tools such as: SQL, Python, .NET, ArcGIS Model builder and other spatial data processing skills.
- Thorough knowledge of cartography including scaling and converting cartographic

information to digital format is required.

- Thorough knowledge of ESRI's ArcGIS suite. Knowledge of Schneider Electric ArcFM system a plus.
- Demonstrated ability to be punctual and regular in attendance.

EQUIPMENT OR TOOLS:

- Operate a personal computer, and business applications for word processing, spreadsheet and database.
- Operate standard office equipment and machines such as printer, fax, calculator, copy machine, scanner, multi-line telephones and keyboard.

JOB SCOPE:

- **LEVEL OF SUPERVISION RECEIVED:**
Minimal supervision is required once trained; but may need higher supervision during special assignments or training. May be required to provide regular status reports.
- **LEVEL OF SUPERVISORY RESPONSIBILITIES:**
This position is not supervisory in nature.
- **CONTACT/COMMUNICATION WITH OTHERS:**
Extensive oral, written, and typed contact and communications with individuals within own department, other District departments, outside vendors, and the general public. Contact and communications occur in person, by phone, fax or electronic form.
- **DECISION MAKING CAPACITIES:**
It is limited to the scope of the essential duties. Will request guidance or clearance for unusual or out-of-scope situations.

WORKING CONDITIONS:

- May require work hours in excess of 8 hours per day, 5 days per week.
- May be required to work after hours or weekends in emergencies.
- May require travel for training purposes and commute to other departments or government agencies.
- Observe and abide by all District policies, goals and objectives.
- Able to work well and complete duties under stress, and deadlines, while attending to multiple duties simultaneously.
- Must wear proper apparel for assigned working conditions in accordance with the District's dress code policy.
- Tolerate prolonged computer related exposure. Able to sit/stand at a workstation and operate a keyboard for long periods of time. Must be capable of bending, stooping and lifting equipment and boxes up to 60 pounds. Must have adequate eyesight for operating a computer and viewing a monitor.
- Must be able to work for extended periods of time in a seated position.
- Work environment is a secure, well-lit, temperature controlled office building.
- Field work subject to all types of weather/driving conditions.
- Must be in good physical condition, able to traverse moderate terrain.
- Work entails driving, entering/exiting of vehicle, in all driving conditions.

OTHER REQUIREMENTS:

- Must be neat in appearance.
- Must be able to pass District physical examination, drug screening, reference and background check and general aptitude test(s).
- Must have a valid Driver's license and be able to drive safely in all weather/road conditions.
- Must qualify for the District's auto liability insurance.
- Required to have operating telephone to assure accessibility for emergency call out.



GIS Technician Supplemental Questions

Please respond to each of the following four questions, limiting your responses to no more than 1 page per question. Concise answers to each question are appreciated. Your map should be one (1) additional page sized to fit on an 8 ½ x 11 sheet of paper. Please keep size no greater than 1 MB if attaching the file.

1. You have been given a text file of miscellaneous data including names, addresses, and X-Y coordinates. How would you input this data into a GIS and why?
2. How do you handle boring repetitive tasks?
3. Briefly discuss your philosophy about communication and building work relationships in technical fields such as GIS and IT. What are your strengths in a multidisciplinary environment? What challenges do you face, and how do you address them?
4. Provide one recent GIS map for which you were solely responsible and describe the following:
 - a. Purpose of the map
 - b. Audience for the map
 - c. Data sources used
 - d. Methodology and/or tools used to create the map