

**Job Description**  
**GIS Mapping Coordinator**  
**Jackson County REMC**

*"The achievements of an organization are the results of the combined effort of each individual."*

**Department:** Operations and Engineering

**Position Summary:** Under supervision, provides multi-level support for the Geographic Information System and computer aided drafting tasks related to engineering functions for both electric and fiber-optic broadband systems.

**Reports to:** Vice President of Operations and Engineering

**Supervises:** None

**Essential Duties:**

1. Operates the Cooperative's ESRI based Geographic Information System (GIS).
2. Oversees GIS Server system administration, GIS Service communications, Map Document development and maintenance.
3. Operates fiber-optic mapping programs to map fiber-optic broadband lines and track connectivity.
4. Operates electric mapping programs to map lines and track connectivity.
5. Operates computer-aided design (CAD) systems and software peripheral equipment to design, resize or modify architectural and engineering (A&E) drawings.
6. Oversees Trimble collection equipment, collection software, dictionary development and maintenance.
7. Oversees GIS database development and maintenance, system administration, and data analysis.
8. Imports field collected data and incorporates it into the GIS system.
9. Works closely with electric and fiber engineers and technicians to deliver complex schematics and/or drawings that meet the specific needs of projects.
10. Helps collect and verify GIS data using GPS field collection equipment.
11. Serves as Duty Supervisor in management watch schedules.

**Other Duties:** Performs other duties from time to time according to the needs of the Operations and Engineering Department and the Cooperative as a whole.

**Working Conditions and Physical Demands:**

Predominantly inside work, with occasional visits to the field. Outside work may be in all weather conditions with relief from extremes not always possible. Must be able to walk in rough terrain, work in extreme conditions, and lift and carry a minimum of 50 pounds. Vision sufficient to read computer screens and operating manuals. Requires manual dexterity, prolonged sitting and standing, moderate lifting, reaching, stooping, pushing, and pulling activities. May include pressure generating deadlines and workload. Some work will be required both after normal office hours and on weekends. The amount of such work will depend on need and may vary significantly from one time to another. This position will be required to assist during outage situations. Supervision received is usually characterized by administrative support and control intended to define goals and objectives and guidance in deciding how to perform the work assigned. This position will require the employee's residence to be within the area designated as outlined in the Jackson County REMC Employee Handbook.

**Skills/Qualifications Required:**

1. Associates degree or five (5) years of related work using CAD programs and GIS applications is required. Bachelor's degree desirable. Familiarity with GIS/GPS related equipment, peripherals, and field data gathering methods.

2. Understanding of the principles of GIS, its uses, and applications for both electric and fiber-optic broadband systems.
3. Proficient in reading and understanding blueprints, subdivision plats, highway/bridge plans, and fiber-optic connectivity schematics.
4. Must possess or be able to develop skills with proficiency in operating surveying equipment including transits and compasses.
5. Ability to perform basic mathematical tasks.
6. Effective communication, problem solving, and comprehension skills are required. Handwriting must be clearly legible.
7. Must have the ability to work unsupervised.
8. Must possess or be able to develop computer skills with proficiency in Microsoft Office software. Familiarity with relational databases such as Access or Oracle.
9. Must be able to effectively communicate with customers and coworkers.
10. Possess the ability to assume responsibility and exercise sound judgment.
11. Must have valid Indiana Bureau of Motor Vehicles operator's license.

**Critical Traits:**

1. Works safely and looks out for co-workers and the general public.
2. Exhibits keen disposition for providing great customer service.
3. Represents the Cooperative well in appearance, conduct, knowledge, and professionalism.
4. Is familiar with and abides by Cooperative policies, guidelines, and code of ethics.
5. Is a team player contributing to support the mission of Jackson County REMC.
6. Is good steward of the Cooperative's resources.
7. Punctual and attentive to established work periods and allowed rest-times.
8. Maintains and or acquires the skills necessary to perform job functions.
9. Seeks more efficient and effective ways to carry out responsibilities.
10. Available when needed for both regular duties and during system emergencies.
11. Successfully performs duties in a quantity, quality, and timeliness to be effective.
12. Expects change both internal and external and adapts positively.
13. Accepts responsibility for own actions and for accomplishing, needed tasks.

**Stipulation:** Each position at Jackson County REMC will evolve according to the needs of the organization. While this job description is generally descriptive of the position, it is not all-inclusive.