



## GIS ANALYST JOB DESCRIPTION

### **JOB SUMMARY:**

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Working independently and collaboratively with others, this position plays an integral role in executing CRPUD's mission, philosophy, and commitment to providing safe, reliable power to our community and exceptional service to our internal and external customers. All employees are also expected to maintain a high level of trust, integrity, and ethical standards.

Operate and support CRPUD's computerized mapping and geographic information systems (GIS). Update the distribution base map system and the related databases from completed work orders. Maintain, update, and enter new map data using standard principles of cartography as needed.

### **ESSENTIAL FUNCTIONS OF THE POSITION:**

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The essential functions of this position require prioritizing and completing all assigned tasks in a timely and efficient manner, adjusting for changing priorities and availability of resources, and demonstrating initiative in identifying additional job-related tasks to be completed when time permits.

1. Operate and support CRPUD's computerized mapping and geographic information systems (GIS). Update the distribution base map system and the related databases from completed work orders. Maintain, update, and enter new map data using standard principles of cartography as needed.
2. Transfer and translate data between different GIS, CAD, and engineering software applications. Perform network troubleshooting related to the GIS system to identify, isolate, diagnose, and correct network problems. Install upgrades and configure network printing, directory structures, hardware, and software applications as needed.
3. Train new employees and contract personnel on CRPUD systems and drawing practices and expectations. Provide technical systems support to engineering staff for design, control, network, and job setup requirements.
4. Assist in the development, design, and implementation of GIS applications to meet the needs and requirements of end users. Provide programming and custom application development support as directed to facilitate a streamlined and efficient integration of GIS software with existing operating systems.
5. Communicate in a professional, respectful, and courteous manner with all employees, contractors, customers, and others with whom we may work. Contribute to a successful

and productive work group through positive interactions, active listening, meaningful collaborations, and the constructive exchange of ideas designed to meet or exceed the organization's strategic goals.

6. Complete special projects and other duties as assigned to meet team, department, and organizational goals. Actively demonstrate accountability and responsibility for achieving desired outcomes and measureable results.

## **POSITION REQUIREMENTS:**

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Qualified candidates for this position will have relevant education and experience necessary to perform the essential functions and meet the minimum performance expectations for this position.

### ***Required Education and Experience --***

- ✓ High School Diploma or equivalent.
- ✓ Demonstrated working knowledge of ESRI ArcMap® software suite. Demonstrated working knowledge of CAD drafting principles, plus experience with AutoDesk® (Map 3-D) software suite.
- ✓ Valid driver's license. Other driving-related requirements may apply depending on the nature and scope of responsibilities associated with driving on behalf of CRPUD.

### ***Preferred Education and Experience –***

- ✓ Two-year degree in Geographic Information Systems (GIS), Computer Science, Drafting Technology, Electrical Engineering, or its equivalent, plus three years' on-the-job experience with ESRI ArcMap® (Map 3-D) software suite.

### ***Knowledge, Skills, & Abilities –***

- ✓ Demonstrated proficiency with PC application software (e.g., MS-Office).
- ✓ Excellent oral, written, and interpersonal communication skills necessary to communicate clearly and effectively with internal and external customers, vendors, contractors, and other diverse audiences while providing outstanding customer service.
- ✓ Strong technical, trouble-shooting, problem-solving, research, organizational, and analytical skills, combined with the ability to prioritize tasks and meet established deadlines. Ability to multitask is also essential while remaining flexible with changing priorities and deadlines.

- ✓ Well-reasoned decision making with a high attention to detail regarding organization, planning, work flow, and project prioritization to ensure tasks are completed efficiently and accurately.
- ✓ Highly ethical, self-motivated individual with ability to work independently and/or with limited direction, as well as cooperatively in a team environment, while consistently demonstrating collaborative, respectful, and productive work habits.
- ✓ Ability to exercise discretion when involved in or having access to confidential or sensitive matters.

## **AVAILABILITY, PHYSICAL DEMANDS, AND OTHER REQUIREMENTS:**

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### ***Availability and Accessibility***

Due to (a) the nature and scope of the essential functions, (b) the importance of personal interactions between this position, employees, customers, and other members of the public, and (c) the availability of job-related tools, equipment, and resources at work, performance of the essential functions requires regular, consistent availability and accessibility, sometimes on-site, while working independently and with others.

Approximately 40 hours/week may be required to efficiently perform the job duties of this position. Your presence is also required at designated internal and external meetings

All CRPUD non-exempt employees are expected to work varying amounts of either (a) unscheduled overtime during inclement weather, power restoration activities, and other periods of high volume work; or (b) scheduled overtime required to accomplish special projects.

### ***Physical Demands***

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ✓ Receive, understand, evaluate, and appropriately respond to communications from employees, the Board of Directors, and members of the public using available technology, in person and in a public setting when necessary.
- ✓ Maintain professional and respectful communication style to ensure reactions and responses to both emergency and non-emergency situations serve as an example to others of appropriate workplace communications.

- ✓ Provide intellectually sound and well-reasoned answers, recommendations, and solutions to identified business problems, issues, and/or questions. Efficiently and quickly analyze, process, manipulate, and accurately record extensive amounts of data, some of which is technical in nature, and other information that serves as the basis for this position.
- ✓ Move to, from, and within our building and across utility-related property site locations, possibly during inclement weather and/or over rough or uneven terrain during field work.
- ✓ Work for extended periods of time in a stationary position operating computer equipment while consistently grasping, moving, and manipulating documents, office supplies, and other business materials.
- ✓ Use personal computer or other technology devices frequently and consistently for the purpose of reviewing, analyzing, creating, drafting, transmitting, and presenting documents, data, and other business-related information.
- ✓ Lift, transport, and/or move up to approximately 30 lbs. frequently each day in the performance of regular duties. Occasional bending, stooping, kneeling, climbing, and descending a stepladder may be required.
- ✓ Drive on behalf of CRPUD and/or report for work in all types of weather.

***Other Miscellaneous Requirements***

- ✓ Report for work dressed in attire appropriate for the effective, efficient, and productive performance of the duties and tasks assigned to you.

**ENVIRONMENTAL CONDITIONS**

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The work environment conditions described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

This position primarily works in a temperature controlled office environment. Our office spaces include traditional office lighting as well as consistent and frequent noise, interruptions, and other similar distractions.

**EMPLOYMENT STATUS**

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This position is typically classified as a non-union, non-exempt position, although the classification may change depending on the nature of the duties performed. CRPUD may also

elect to classify the position as hourly, non-exempt even if exemption requirements would otherwise be met.

## **REPORTING RELATIONSHIP**

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This position reports to the Information Technology Supervisor.

This position does not supervise or direct the work of other employees.