



JOB POSTING

Job Title: GIS Administrator

Location: Kaufman

Posting Date: 8/15/22 – 8/22/22, 5:00 PM

Summary

The GIS Administrator will be involved in all aspects of GIS activities, including gathering, creating, converting and analyzing spatial data using GIS. Will be responsible for GIS application programming, database design, and the implementation of data constraints and standards.

Responsibilities and Authorities

Within the limits of approved board policies, operating guides and procedures, assumes responsibility and has commensurate authority for the following activities:

- Maintain, in an accurate and prompt manner, required oral and/or written reports.
- Participate in training programs for the improvement of job knowledge and technical skill.
- Maintains and manages RDBMS (Relational Database Management System).
- Assists departmental staff and users in the development and training using GIS maps and analysis.
- Programmatically customize user interfaces; develops and documents code to automate common GIS procedures.
- Responsible for the overall integrity of GIS database structures including organization and cataloguing of GIS data feature class and structures.
- Aids in the creation, maintenance, and customization of the GIS intranet including ArcGIS online web interfaces as needed.
- Provide technical support to all enterprise GIS related products and applications.
- Coordinate with other agencies the exchange of data including ability to convert projected data to other spatial formats.
- Integrate outside data with GIS database.
- Provide software support to Staking Technicians.
- Analyzes geodatabases and makes comparisons to the billing files making any changes and adjustments necessary to assure data is consistent.
- Review and analyzes property plats and service requests; prepares engineering orders to provide adequate and timely service to members.
- Responsible for updating political boundaries of TVEC and its members including school, city, board and tax code districts.
- Attend safety and other classroom training provided by TVEC. Some training may require some overnight stay out of district.

- Follow personnel and safety policies, procedures and regulations
- Exercise a high degree of discretion and emotional control during periods of extreme stress in working with members, Board members, employees and other individuals, any of whom may be from diverse cultural backgrounds, and diverse socioeconomic backgrounds, as well as working with professional staff, regulatory staff and oversight agencies
- Perform any other duties as assigned by the Assistant Engineering Manager of Automation, Engineering Manager, Director of Engineering and Operations, Assistant General Manager/COO and/or the General Manager/CEO

Education

A High School diploma or equivalent is required. Vocational/Technical school degree or two years of college level courses in technical field required. Bachelor of Science degree in a related field from an accredited college or university is desired.

Experience

A minimum of three years of GIS related experience. Knowledge using ESRI preferred. Database experience using Oracle or SQL required. Previous utility experience in engineering or operations desired, but not required. CAD mapping experience helpful.

Job Knowledge

Working knowledge of computer-aided mapping preferred. Proficiency using ESRI desktop applications along with a working knowledge of GIS scripting, customization, and integration using python and java scripting desired. Working knowledge of database management preferred. Must demonstrate job knowledge through competency assessment and/or performance evaluation. Be knowledgeable with, transmission and distribution system and know how to read a system map. Within a designated time, be knowledgeable of TVEC's work procedures in order to perform job more efficiently and understand TVEC's tariff policies.

Abilities

Ability to add, subtract, multiply, divide, and conduct statistical analysis. Ability to communicate effectively and efficiently, both orally and written, with a diverse group of people and personalities; requires a high degree of interpersonal skills. Ability to work effectively with new and existing members to identify needs and solve problems. Ability to develop options by which work can be accomplished. Ability to move, store or retrieve files and documents or other materials. Ability to perform logistical operations. Ability to work under strict deadlines and complete projects. Ability to work effectively with professional, political and community-based entities. Ability to interview, investigate or research to identify and discover information. Ability to travel intra/inter-state as necessary. Ability to prioritize and coordinate multiple tasks. Ability to quickly and accurately interpret and process large amounts of regulatory and contractual information and numeric data. Must be a highly motivated self-starter that exhibits a high level of initiative and creativity. Must have proficient leadership and decision making skills to effectively deal with a variety of people under normal and difficult circumstances. Possess strong documentation skills. Exceptional interpersonal skills, with a focus on rapport-building, listening, and questioning skills. Ability to present ideas in user-friendly language. Ability to maintain a document management system. Must be able to maintain corporate confidential information. If required to drive, must possess a valid drivers' license and remain insurable by Cooperative automobile insurance carrier.

Working Conditions

Must perform essential functions that require frequent, prolonged viewing and use of computer monitor, keyboard and mouse and to sit at a desk for extended periods. Ability to work independently, under minimal supervision, and to

work in teams. Must wear appropriate personal protective equipment as required. Follows and ensures TVEC, NEC, REA, OSHA, and state and other regulatory agency safety procedures and rules in the performance of all work.

Maintains vigilance for safety hazards. General office environment. Will occasionally be required to work outside of regular schedule to maintain operations as required. Will work in normal office conditions but will frequently be required to work out doors, being exposed adverse conditions, such as extreme heat or cold; high winds and storms. May frequently be required to work in rough terrain, heavy underbrush, holes in ground, no or low lighting, pets, wildlife, insects, and poisonous vegetation.

Physical Requirements

Sedentary work requiring exertion of up to 25 pounds of force occasionally and/or a negligible amount of force frequently. Light lifting of generally 25 pounds or less. Requires repetitive motions with hands and fingers such as dialing and keyboarding. Primarily inside sitting at a desk.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Due to the nature of an electric utility, all employees are subject to working extended hours, holidays, nights, and weekends with or without notice.

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How to Apply

- Internal candidates are to notify the Human Resources Department of their interest.
- External candidates may apply at any TVEC office, www.tvec.net, submit resume to P.O. Box 888, Kaufman, TX 75142 or email to addresses below:

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