



## JOB POSTING

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**Job Title:** GIS Supervisor

**Location:** Kaufman

**Posting Date:** 7/7/2022 – until filled

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### Summary

To effectively lead the department with positive influence and forward thinking. Responsible for development and executing operational strategy in support of the overall business plan, organizational and performance management, training, development, and the safety and security of employees.

Manage and maintain the required data and systems to keep the mapping and related systems updated.

### Responsibilities and Authorities

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

- Oversee GIS and/or mapping personnel for the design, updating and maintenance of the system GIS files and data.
- Analyze data from multiple sources to maintain GIS system.
- Organizes the GIS personnel and/or contractors to distribute mapping information or drawings.
- Builds queries to retrieve GIS data to support system studies and to retrieve data for special projects.
- Assists the preparation and tracking of departmental budget.
- Assists system engineer in the validity of system model updates as they occur from both engineering analysis and outage management systems.
- Prepares one-line diagrams, staking sheets, and construction package support analysis to construction.
- Perform spatial analysis in the GIS/Mapping system to gather data.
- May assists System Engineer with special projects or other duties.
- Follow personnel and safety policies, procedures, and regulations.
- Exercises a high degree of discretion and emotional control during periods of extreme stress in collaborating 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, Manager of Engineering, Director of Engineering and Operations, Assistant General Manager/COO and/or General Manager/CEO.

### **Education**

High school graduate or equivalent. 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. A minimum of three years GIS experience may be substituted for some educational requirements.

### **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 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 people 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 prioritize and coordinate multiple tasks. Ability to quickly and accurately interpret and process large amounts of regulatory and contractual information and numeric data. 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 people 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 read maps and provide map location numbers. 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 be able to work evenings, weekends, and in emergency situations as needed. Will require travel within and outside the cooperative service area. Will work in normal office conditions but will frequently be required to work outdoors, 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**

Light work, requiring exertion of up to 20 pounds of force occasionally and/or up to 10 pounds of force more frequently. Lifting and carrying of 10 to 50 pounds occasionally. Job requires sitting majority of the time. Primarily inside work at desk. Must be able to use office equipment such as a copier, computer, and printer. Hazards include electrical and mechanical. Some exposure to dust and dirt.

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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

### **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](http://www.tvec.net), submit resume to P.O. Box 888, Kaufman, TX 75142 or email to addresses below:

Elizabeth Gutierrez-Grimes

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