



## JOB POSTING

---

**Job Title:** GIS Specialist

**Location:** Kaufman

**Posting Date:** 11/30/23 – 12/15/23, 5:00 pm

---

### Summary

Receive, analyze and input engineering data to be used in the development of system databases, subdivision layout and map designs to reflect existing system status. Responsible to build and maintain an integrated electrical infrastructure for engineering and outage information system databases.

### Responsibilities and Authorities

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

- Create, maintain and produce GIS map products necessary to support planning and development of overhead and underground facilities in maintaining GIS mapping files.
- Updates and maintains GIS & Mapping Database records.
- Builds queries to retrieve mapping data to support system studies and to retrieve data for special projects.
- Posts new services to GIS system using ESRI Based applications to add newly constructed or modified utilities to GIS system and posts data to designated departments for closing of work orders.
- Digitizes maps.
- Coordinates with other agencies the exchange of data, analyze data and digitizes map using the proper coordinate system and units that correspond to the mapping system.
- Analyzes GIS databases and make comparisons to the billing files making any changes and adjustments necessary to assure data is consistent.
- Reviews 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 to GIS Database.
- Produce quality cartographic maps for crew, departments and office personnel as needed.
- Uses GPS equipment in the field to collect facility data and other map information.
- Prepares one-line diagrams, staking sheets, and construction package support analysis to construction.
- Follow personnel and safety policies, procedures and regulations.
- Produces programs/applications to improve production in the Engineering department.
- Integrates outside data with GIS database and produce reports/maps from it.
- Exercises 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.

- Regular and predictable attendance is an essential function of this position, with or without reasonable accommodation.
- Perform any other duties as assigned by the Assistant Engineering Manager of Automation, GIS Supervisor, 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 computer-aided drafting experience may be substituted for some educational requirements.

### **Experience**

ESRI mapping required. Database experience is desired. Previous utility experience in engineering or operations is preferred.

### **Job Knowledge**

Must possess excellent English grammar and spelling and have extensive knowledge of general office procedures, record keeping, use of business machines, filing and other secretarial and administrative functions. Must be knowledgeable with service area, transmission and distribution system. Must know and understand tariff policies.

### **Abilities**

Must have strong written/verbal communication skills. Strong interpersonal skills, ability to effectively handle competing priorities and complete them in a timely manner and the ability to work independently as required. Must be able to prepare oral and written presentations of complex materials. Computer skills are a must. Use of GIS, CAD, Excel, Word, Power Point, Access, Internet Explorer and Microsoft Outlook is required. Must be able to communicate to individuals and small groups. Must be able to read, write and do arithmetic. Must be able to carry out a variety of activities, which requires a high degree of accuracy and attention to detail. Must be able to organized work to meet deadlines. Must be able to maintain corporate confidential information. Must be able to read maps and provide map location numbers. 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 outside of regular schedule to maintain operations as required. Will require travel within and outside the cooperative service area. 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**

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.

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.

*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.*

### **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), or submit resume to P.O. Box 888, Kaufman, TX 75142 or email to addresses below:

Melissa Lewis  
[lewism@tvec.coop](mailto:lewism@tvec.coop)