



OREGON TRAIL ELECTRIC COOPERATIVE JOB DESCRIPTION

Your Touchstone Energy
Cooperative

Position: GIS Analyst/Staking Technician

Department: Engineering and Operations

Reports To: GIS/Staking and Regulatory Compliance Manager

FLSA Status: Salaried Non-Exempt

Summary: Responsible for the design, layout and calculation of the estimated cost of work orders. Provides support to the Operations and Engineering Department in maintaining OTEC's mapping and GIS system. These systems are the basis for the design of an efficient and cost effective electrical distribution system.

Required Education/Experience

1. High school diploma or equivalent and a minimum of four years of professional work experience including automated mapping, database analysis or design, programming, testing, project management, Arc Server and Arc SDE administration, GeoMetric networks and implementing GIS software applications. Experience may be substituted with a Bachelor of Science Degree in GIS (Geographical Information Systems), Electrical Engineering, Computer Science or other related discipline.
2. Advanced expertise with ESRI's ArcGIS software suite, specifically versions 10.1 and later.
3. Must possess and maintain a valid Oregon driver's license.

Preferred Education/Experience

1. GIS degree or certificate.
2. Experience providing documentation for both geo-processing history and attribute definition. Experience with Microsoft Office, Visual basic or Python programming languages, Access and SQL databases.

Knowledge, Skills and Abilities

1. Advanced knowledge of property descriptions and Right-of-Way documents as well as the ability to stake and define easements using existing property and survey monuments.
2. Demonstrate strong initiative, customer service orientation and ability to meet commitments. Good communications and people skills, proactive, creative, well organized, neat, self-starter, highly motivated and ability to work under high demand situations.

3. Foster teamwork and collaboration that emphasizes customer focused results in a timely and cost-effective manner.
4. Operate four-wheel drive vehicle to gain access to remote, mountainous and rural areas.
5. Knowledge and use of survey equipment including but not limited to transit, range rods and distance wheels.
6. Use of hand tools; such as a hammer to drive stakes into the ground.
7. Occasional crouching, stooping, reaching, twisting, lifting and carrying, pushing and pulling up to 35 pounds.
8. Talking and listening in person and on the telephone.
9. Use of computers and various computer software.
10. Punctual, regular, and reliable attendance.

Duties and Responsibilities

- Serves all internal and external customers by answering questions related to GIS products, providing service and information, assisting and participating in a team environment.
- Promotes a safe work environment by adhering to policies, procedures and regulations.
- Assists others by performing other related duties as may be requested.

GIS Analyst

- Contributes to an economical and efficient distribution system by maintaining an AM/FM mapping system identifying the location of all electrical plant as well as linked database information detailing this plant.
- Contributes to the efficient operation and decision-making process by integrating Right of Way information into the existing geographic information systems used for system analysis, membership trends, demographic information and other informational needs of the Cooperative.

Staking Technician

- Design, layout, and calculate the estimated cost of work orders, obtain permits and easements, and assists in assembling capital budgets.
- Post proposed work orders on maps and update maps according to “as-built” staking sheets. Key in/close work orders “as-built”.
- Perform field construction audits by checking actual versus the estimated job and rectify any discrepancies and balance materials.

Disclaimer:

This job description has been written to reflect management’s assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Oregon Trail Electric Cooperative reserves the right to revise or change the job responsibilities as the need arises.

This job description does not constitute a written or implied contract of employment.