



Position: **GIS Administrator-Lead**

Shift: Monday – Thursday 7:30 am to 5:30 pm

FLSA Designation: Non-Exempt

Position Summary

Responsible for providing efficient, reliable, and updated GIS technology and data to serve the needs of Tri-County Employees, and its contractors which in turn allow them to better provide services to the Co-operative Members for both fiber and electric. Supervises, coordinates and directs the work of GIS team and contractors working for the GIS team, as well as performs other related work as required.

Essential Job Functions:

- Create and maintain enterprise GIS and OMS SQL Server databases. Add and remove users and security permissions. Add or modify database and table structures. Create queries and reports for analysis of GIS & OMS data. Maintain database backup and clean and compress databases.
- Create, update, and maintain all GIS data for both Electric and Fiber plant. Collect and process internal and external resources including but not limited to surveys, plats, GPS data and integration of CAD drawings. QA/QC data and make necessary changes pertaining to data associated with service and work orders.
- Install and manage production, test, development, and backup servers, PC's and software in support of GIS application for on-site and cloud-based solutions. Monitor and evaluate all GIS related technology in anticipation of issues and make recommendations to improve performance and reliability.
- Coordinate, implement, and manage strategies, and goals associated with the development of TCEC's GIS data and technology. Discuss with various TCEC departments their goals and make suggestions on GIS solutions. Develop and submit plans and yearly budgets to achieve goals.
- Provide additional support to System Operations, Operations, Line Superintendents and dispatchers during major events.
- Fulfill internal, external, and project specific map and data requests.
- Train, support, and assist all users of GIS, Staking, FieldPro, Catalyst, OMS, Work Force Management system (WFMS), and other supported applications.
- Perform any and all other functions and requirements of the position as may be from time to time deemed necessary by the Enterprise Manager.

Position Requirements

- Education Requirements:
 - Bachelor's degree in GIS, Planning, Geography, Engineering, or Computer Science
- Three to four years' experience utilizing ESRI in an electric utility.
- Supervision of others working with GIS, CAD, and RDBMS systems. Project Management experience in the design and development of GIS and applications.

Preferred Abilities and Skills:

The following have been ranked the most critical skills associated with this position:

- Communication Skills – Inquiries with field personnel on service and work orders, project coordination with other departments and external vendors, and interaction with Co-op Members during major events and field asset inventories.
- Basic Leadership Skills – Provide daily instruction and assignments of work based upon priorities. Overseeing implementation of hardware, software, and providing strategic direction on software and hardware improvements.
- Advanced Leadership Skills – Ability to provide direction and vision for achieving the Co-op's GIS strategic plan.
- Analytical Skills – Examples include: Building and reporting of historical outage and SCADA events. Calculating and analyzing joint-use attachments for accounting records.
- Server Experience – Knowledge and experience working in an ESRI enterprise GIS environment as well as Microsoft SQL Server.
- Computer Skills – Skilled in working with Microsoft Windows operation environment and Microsoft Server and Office applications. Ability to troubleshoot hardware and software related issues and develop standard and custom database reports.

Relationships:

- Reports To: Enterprise Manager
- Direct supervision of GIS Technicians and GIS Analysts and related contracted vendors.
- External Relationships include:
 - Brazos Electric – transmission and SCADA provider.
 - ESRI – GIS software vendor
 - Futura – GIS, OMS, Staking, MWFM, and Field Mapping & Inspection software provider.
 - Verizon – AVL and WFMS software provider.
 - Contractors as deemed necessary – Software and hardware implementation contractor
 - ATS – CIS and FIS software provider.

Physical Demands:

(Scale: Rarely = Less than 5%, Occasionally = 5% - 25%, Frequently = More than 25%)

- **Heavy lifting or moving of materials:** Rarely – Up to 5 pounds.
- **Operates Equipment:** N/A
- **Operates Office Machines:** Frequently – Plotter, PC, Printers, GPS equipment, Servers, etc.
- **Standing:** Occasionally
- **Walking:** Occasionally
- **Awkward Position (stooping, bending etc.):** Occasionally
- **Climbing Maximum:** Rarely
- **Eye-hand Coordination:** Daily
- **Location: Indoor 75% of time, Outdoor 25%**
- **Work Conditions**
 - Occasional after-hours work is required for systems upgrades and issues.
 - Occasional travel to GIS/SCADA related conferences, trainings, and meetings.

All qualified candidates are encouraged to submit their application/resume to the Human Resources Department by December 9, 2020.

You may email your submission to careers@tcectexas.com or send to Tri-County Electric Cooperative, Inc. Attn: Human Resources 200 Bailey Ranch Rd, TX 76020