



Job Description

JOB GIS and Grid Modernization Coordinator

TITLE:

DEPARTMENT: Energy Distribution

REPORTS TO: Engineering Supervisor

SUPERVISES: None

FLSA STATUS: Non-exempt

DATE ISSUED/REVISED: August 2017

GENERAL SUMMARY:

The GIS & Grid Modernization Coordinator is primarily responsible for the GIS based electric ESRI map but also contributes to the evaluation, development and implementation of hardware and software solutions for grid modernization. In addition, this position will utilize and integrate all standard utility business software tools with the GIS, assisting with policies and procedures, staying on the leading edge of GIS, and GPS technology. This position also organizes the records retention of any documents or inspections related to the electric system.

RESPONSIBILITIES

1. Oversee, manage, implement, and update all GIS based systems daily including but not limited to
 - a. ESRI Map Updates
 - i. Complete in timely order to display accurate electric model generated from projects closed in Engineering's work management software.
 - b. Engineering Model Updates
 - i. Ensure ESRI map is prepared accurately to be exported to Engineer's modeling software.
 - c. Publish ESRI Maps
 - i. Update mapping shapefiles/database links frequently to software platforms including but not limited to Carrymap, ArcReader, New Service Web App, Work Studio, WH FTP Site, and web based GIS map.
 - d. Provide monthly GIS reports to all departments as requested.
 - e. Provide quarterly updates to Engineering Supervisor on work plan projects.
 - f. Obtain parcel related data from Hennepin, Wright, and Stearns County to be imported into the GIS map.

2. Stay proficient and maintain software integration with all standard utility software tools including but not limited to Customer Information System (CIS), Financial Information System (FIS) systems, ESRI ArcMap and web based mapping application, Engineering Work Management Software, GPS Trimble Unit, and AutoCAD.
3. Work with a team of technical staff and consultants to integrate GIS capability with all grid modernization platforms. Help evaluate, recommend and implement the integration of AMI, MDMS, DRMS, ADMS and SCADA systems. Proactively research and communicate needs and protocols for each of these platforms.
4. Coordinate and facilitate with other departments on all software maintenance and upgrades.
5. Provide recommendations and oversee training needs of all Cooperative or contracted GIS technicians on all GIS related mapping systems and equipment in the office and field as necessary.
6. Maintain, develop, and recommend procedures to increase efficiency including but not limited to
 - a. Mapping Accuracy, Updates, Inspections, Collection of GPS based data from Trimble, and Record Retention including but not limited to easements, permits, pad-mount and pole inspections, and tree trimming.
7. Assist with developing policies on GIS related items.
8. Stay knowledgeable of GIS related technology changes in utility industry.
9. Support the mapping portion of the construction work plans, long-range plans, sectionalizing studies, borrower's environmental reports and other related studies.
10. Provide GIS, Mapping & drafting support for the preparation of line and station design construction contracts for distribution, sub-transmission line, and distribution substations.
11. Provide GIS mapping, and drafting support in developing construction design standards.
12. Utilize technology to decrease operating cost of the GIS model.
13. Make recommendations annually of GIS related budget items including but not limited to software developments, GIS tools/equipment, etc.
14. Completion of all special projects as requested.

JOB CRITERIA

Education and Experience:

- Required:
 - 2 year based GIS mapping degree or 5 Years of related work
 - Working knowledge of ESRI based scripting and programming
 - Valid Class D driver's license in the State of MN

- Preferred:
 - 5-10 Years of ESRI GIS based mapping for an Electric Utility Company
 - Knowledge of RUS requirements
 - Certified Land Surveyor

Key Competencies

Technical Competencies:

- Ability to work without close supervision
- Good mathematical skills
- Good written and verbal communication skills
- Immediate level knowledge of Microsoft computer applications

Accountability: Full authority to carry out duties and responsibilities for the position; accountable to management for efficiency. Observes Cooperative policies and safety rules, and shall secure approval of Supervisor when policies are not clear.

Working Conditions: Works primarily in a climate controlled office environment with minimal physical exertion. Walking and standing are required only occasionally. Extensive use of the computer keyboard. Frequent verbal interaction with employees and members. Occasional visits to the field when working with GPS unit or data collection is necessary.

Continuing Education: All employees are expected and/or required to participate in W-H's Training and Continuing Education program. Each employee will be counseled yearly on training opportunities and requirements required to maintain good standing.