



JOB DESCRIPTION

COMPANY: Newport Utilities DATE CREATED: 01/2025

JOB TITLE: GIS Mapping Technician

GRADE LEVEL 8 Exempt Non-Exempt X

REPORTS TO: TBD

PURPOSE OF THE JOB: The role of the GIS Work Station Operator is to accurately create, modify, and maintain the computerized geographic information system and the associated databases, for both current and historical review.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES:

- Responsible for compliance and enforcement of all applicable safety, security, and environmental rules and regulations, and company policies and procedures.
- Transfer electric system graphic data from work order drawings into computer (i.e., pole and anchor locations, primary and secondary lines, transformers, services, meters, security lights, etc.)
- Transfer broadband system graphic data from work order drawings into computer (i.e., NOCs, POPs, NAPs, ONTs, cabinets, splitters, fiber cables, service lines, major tie-ins, vaults, pedestals, cut sheets, etc.)
- Transfer wastewater system graphic data from work order drawings and/or field data into company database (i.e., manhole and pump locations, main lines, service lines, etc.)
- Transfer water system graphic data from work order drawings and/or field data into company database (i.e., hydrant, valve, tank and pump locations, main lines, service lines, meters, etc.)
- Transfer equipment related information from work order sheets and/or field data into computer database (i.e., pole, transformer, meter, pump, hydrant, and valve data).
- Update and Maintain all GIS and AutoCAD base maps (ie. Property lines, roads, buildings, main lines)
- Enter new geographic features from base maps & aerial maps or realign existing objects (i.e., new roads, houses, and buildings).
- Compare GIS data to Service/CIS data, identify discrepancies and request verification of data.
- Identify absence of specific map information and inform the engineering department.
- Develop and execute custom queries on map and database information.
- Assist Staking Technicians in managing the staking work queue.
- Transfer data from subdivision plats or other surveyed drawings to the mapping system by using a digitizing table.

- Employee may have access to confidential information and is expected to ensure that confidentiality is maintained.
- Must be able to work extended hours beyond normal shift, evenings, weekends, and holidays during emergencies.
- Must be able to report to work for emergency purposes in 30 minutes or less.
- Attend off-site conferences, workshops, training seminars to refresh/gain new information on utility practices
- Assist customers with their questions or take messages for Engineering Technicians.
- Participate in safety programs.
- Regular and reliable attendance.
- Subject to working overtime on short notice.

MARGINAL JOB DUTIES & RESPONSIBILITIES:

- Export updated circuit information to engineering analysis package.
- Provide mapping data to interdepartmental personnel, consultants or contractors.
- Report all near miss incidents to the appropriate personnel.
- On-Call Expectations; a minimal response time is expected when contacted is attempted.
- Interaction with NU employees and system software providers.
- Perform other duties as directed by supervisor.

EDUCATION, EXPERIENCE, DEGREES, CERTIFICATES, OR LICENSES REQUIRED:

- Possess a high school diploma or GED certificate.
- Possess a valid Tennessee driver's license.
- Associates Degree from an accredited institution in CAD/ GIS or related discipline, or 2 years direct work experience in ESRI ArcPro, ArcGIS, CAD software packages
- Proficient with standard hardware such as Windows workstations, scanners, digitizers, large format plotters/ printers
- Must successfully complete any work related workshops/training as requested by NU.
- Be certified in first aid and cardiopulmonary resuscitation (CPR).

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED:

- Possess adequate reading ability to interpret written/printed information on maps, poles, transformers, material lists, written/ printed information on maps, diagrams, and schematics, work orders, service orders, service improvement requests, and safety manuals.
- Possess adequate written language ability to complete time sheets or material sheets, make notes and to record information on maps, and forms regarding placement of equipment, enter data into spreadsheets, correspond with customers via mail or email, and provide written directions / instructions.
- Possess adequate mathematical skills to calculate totals, distances, angles, degrees, lat./longs., altitudes, etc. (multiplication, addition, subtraction, division, geometry, trigonometry).



- Possess a working knowledge of GIS development and functions and other mapping software packages as determined by NU.
- Possess adequate computer skills to enter timesheets, to make inquiries on our mapping system, create/modify data entry into our mapping systems, and correspond via email, phone.
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Access, Outlook).
- Possess organizational, influencing, customer service, and problem solving skills.
- Possess leadership abilities and be able to work as a member of a team.
- Possess adequate communications skills to interact with coworkers, mapping software package providers, other agencies, and customers.

Please note 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.

During times of natural disasters, pandemics, or other unique situations, NU is generally designated as an essential business. All employees are expected to continue performing job duties and responsibilities consistent with essential business requirements as directed by management on a case-by-case basis. The nature of the utility business requires all employees to be prepared to report to work at a job site or an NU facility at any time in the event of an emergency consistent with applicable local, state, or federal law.

SIGNATURES:

Employee _____ Supervisor _____

Dept. Mgr. _____ Dept. V.P. _____

Human Resources _____

NEWPORT UTILITIES IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER