

IPL (former IES)/IBEW Local 204 Job Description

Job GEOGRAPHIC INFORMATION SYSTEM TECHNICIAN

Description:

Position Summary Perform visual and computer quality control checks on facility and/or landbase data. Using editor tool, make corrections, close and map backlog work orders. Insure map products reflect correct geographic locations of facilities and have standard of cartographic quality. Plot maps for use in field locations.

Supervision Received Work performed under direction of Team Leader GIS Data Services.

Supervision Given -

None.

Duties -

During conversion and/or post-conversion, compare source documents to products and information shipped from conversion vendor or field offices. Using quality assurance/quality control product and editor tool, enter data, reconcile errors, verify validity of information and assign attribute information as appropriate.

Assign phasing notation to map product utilizing switch diagrams and information, material information, etc., as provided on source documents.

Using editor tool, convert post conversion source document details into automated area maps and related data base(s). This includes work orders/work requests (installation/removal of poles, gas and water mains and other units of property as shown on work orders/work requests or otherwise identified), bills of sale, shared use information, etc. Maintain switch diagrams and maps from material tickets and Construction Management System (CMS) work order, Work Management System (WMS) work request, map sketch, etc.

Perform data entry functions related to cleanup and ongoing data maintenance of utility facilities. May also perform data entry functions related to cleanup and ongoing data maintenance of landbase data. Check maps against field data and revise data as changes occur. Correct permanent location numbers as needed. Work with field personnel to assure timely and accurate work request/as-built closing process. May be required to keep wall maps and related materials used for switching operations current.

Operate computer peripheral equipment as specified in operations documentation.

Maintain documentation of the conversion/post-conversion equipment tools.

Performs all work according to established company practices and department standards.

Performs other duties, which are similar, related or incidental to this position.

Qualifications -

Successful completion of courses or work experience equivalent to two years of technical training in utility engineering beyond high school. Four years experience in utility construction, engineering work and/or mapping. Proficiency in high school mathematics. Demonstrated knowledge of construction standards and work requests. Understanding and knowledge of electric, gas, water and landbase components and systems. Valid driver's license. Familiarity and understanding of pole area maps, underground area maps, gas maps, water maps, and switch diagrams. Preferred knowledge of work request process and other corporate information systems such as Work Management System (WMS), Switch Maintenance (SWM), Transformer and Records Systems (TRS), Distribution Interruption Devices (DID), Distribution Management System (DMS), etc. Understanding of Geographic Information System (GIS) applications or graphical applications or ability to learn them. Ability to use computer systems. Demonstrated cartographic skills.

Strong communication skills, including grammar and punctuation. Proven ability to perform accurate work in a time frame, which meets department objectives with minimal supervision, ability to follow written and verbal instructions. Ability to work in a culturally diverse work group. Ability to perform physical requirements of the job.

NOTE:

This position is covered under the Department of Transportation regulations on drug/alcohol testing (CFR 49, Parts 40 and 199), and is subject to drug/alcohol testing according to said regulations.

3/3/03