



**Clatskanie People's Utility District
is seeking a full-time Geographic Information Systems (GIS) Analyst.**

GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYST

ESSENTIAL FUNCTIONS:

- Develop and maintain GIS databases for use in the implementation of electrical facilities throughout the District's service area. Develop computer interfacing, data conversion, data collection, and computer applications using ArcInfo, ArcView, ArcGIS Server, ArcSDE, SQL Server, and other software.
- Maintain and validate the data integrity and accuracy of the District's GIS and work order management systems with respect to property information, customer data, electrical facilities, and equipment by reconciling information gathered from various District documents, processes, employees, and outside agencies.
- Perform drafting work for new and modified overhead and underground electric line construction projects in support of District employees.
- Provide specifications for software and hardware to facilitate the needs of the District regarding GIS.
- Integrate multifaceted operations like work-orders, dispatch, and inventories.
- Provide support, trouble shooting, problem resolution, and training for District employees in the use of GIS.
- Participate in the development of long-range planning for the District's GIS and work order management systems.

ADDITIONAL FUNCTIONS:

- Demonstrate effective decision making in areas of responsibility. Support and present positive attitude for all directives and decisions of the District. Collaborate effectively with staff members. Foster and support collaboration among peers, staff and teams to ensure the effective and efficient achievement of goals and objectives.
- Maintain a cooperative and approachable attitude with internal and external customers.
- Occasionally supervises contractor's work.
- Attendance at in-house meetings and other business meetings will be required.
- Perform other related duties as assigned for which he or she is qualified.

***NOTE:** All Clatskanie PUD employees are expected to work varying amounts of unscheduled overtime during power restoration activities or scheduled overtime required to accomplish special projects.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles, techniques, methods, and nomenclature of: geography, cartography, mapping, map projections and coordinate systems, and operation of GIS workstations and software.
 - Excellent knowledge of ArcInfo, ArcView, ArcGIS, AutoCAD, Windows and networking components.
 - Ability to interface different systems like ArcInfo, ArcReader, ArcView, AS/400, etc.
 - Ability to troubleshoot and perform routine maintenance on GIS workstations and peripheral equipment.
 - AutoCAD Map, ArcGIS, Microsoft Access, and SQL Server experience is desirable.
 - Ability to proficiently operate GPS and standard land surveying equipment.
 - Good reasoning and judgment to maintain confidential information and know when to and not to share information.
 - Ability to receive guidance and supervision, follow work rules, safety practices, work procedures, and meet punctuality and attendance standards. Complete assignments in an appropriate time period.
 - Is adaptable to new systems, methods, and process changes and has strong problem solving skills.
 - Ability to communicate well both orally and in writing.
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PHYSICAL DEMANDS:

- Frequent walking, standing, and sitting.
 - Extensive use of a personal computer requiring sitting for extended periods of time, adequate eyesight for viewing and manual dexterity.
 - Ability to exert 50 to 100 pounds of force occasionally, and/or in excess of 20 pounds of force frequently and/or in excess of 10 pounds of force constantly to move objects.
 - Must be able to physically negotiate all terrain where electric lines are encountered in all weather conditions. Requires climbing, balancing, stooping, kneeling, crouching, crawling, and reaching.
 - Must have adequate color vision for electrical work.
 - Must hear and be heard clearly in spoken conversations with heavy background noise. Use of a telephone and a two-way company radio equipment requiring adequate hearing and speaking skills.
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WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the job duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties and responsibilities.

- Work will be performed in both an office setting and outdoors with extended periods of sitting and extended periods of time working at a computer station.
- Must be able to work in all weather conditions such as rain, snow, high winds, and temperature extremes.
- May be subject to various natural hazards such as; irritating vegetation (poison oak, stinging nettle), insect bites (bees, wasps, ants) and animal hazards.

- Must be able to work long hours in stressful conditions such as restoring power during storms, emergencies, other power outage situations, or special projects.

MINIMUM QUALIFICATIONS:

Sufficient education, training, and/or related work experience to possess the required knowledge, skills, and abilities, which would typically be acquired through;

- Associates degree or equivalent course work from a vocational or technical school, in geographic information systems plus a minimum of two (2) years of progressively responsible experience providing GIS functions.
- Demonstrated abilities to operate a variety of related equipment such as plotter, printer, digital camera, and GPS unit.
- Must be able to satisfactorily operate computers including the use of Microsoft Office, drafting, and GIS applications.
- Knowledge of survey tools, technology, and methods, including automated mapping systems.
- Must have a valid driver's license. Driving record must be acceptable and insurable by Clatskanie PUD's insurance carrier by standard group rates.
- Must have developed English language skills to the point to be able to: read newspapers, periodicals, journals, and complex technical manuals.

****NOTE:** Complete achievement of certain of the above specifications may not be required if, in the opinion of the District hiring supervisor, a particular candidate possesses significant offsetting characteristics, such as past accomplishments, experience, education, or estimate of future potential.*

Compensation will be based on qualifications and experience. Clatskanie PUD offers a competitive benefit package. An application can be found on our website under About Us/Employment Opportunities at clatskaniepud.com. Submit completed application, resume, and cover letter to Human Resources, PO Box 216, Clatskanie, OR 97016, fax 503-308-4884, or hr@clatskaniepud.com. This position remains open until filled. If you have questions or need additional information, please contact Sarah Johnson or Lynn Donner 503-728-2163.

Clatskanie PUD is an equal opportunity employer.