

GIS TECHNICIAN

**Reports to:** GIS Manager

**JOB DESCRIPTION**

**Position Summary:**

Under the direction of the GIS Manager, the GIS Tech is responsible for geospatial data collection and analysis on renewable energy projects. They are responsible for collecting, analyzing and managing geographic data using specialized software tools and techniques.

**Essential Functions:**

* **Under supervision from the GIS Manager, the GIS Technician manages, analyzes, and maintains GIS as-built data from jobsites, as well as supports the Estimating department in providing counts for bids.**
* **Manages, analyzes, and maintains the GIS data on ArcGIS online as well as ArcMap and ArcGIS Pro.**
* **Verifies construction specifications for as-built documentation per project to confirm all data is being taken correctly.**
* **Supports/Assists with data entry with field engineers and project engineers on the Field Maps app.**
* **Assists and supports jobsite with technology and equipment troubleshooting.**
* **Performs related duties as assigned.**
* **Methods of troubleshooting GIS and mapping programs.**
* **Analyzing geographic and numerical data.**
* **Providing technical training and information to audiences of varying size and skill level.**
* **Reading and interpreting legal descriptions and land surveys.**
* **Troubleshooting and maintaining database programs and GPS equipment.**
* **Establishing and maintaining cooperative working relationships.**

**Competencies:**

* Safety Focus
* Communication Proficiency
* Leadership
* Mathematical Skills
* Electrical Knowledge
* Project Management
* Teamwork Orientation
* Technical Capacity
* Ethical Conduct
* Problem Solving/Analysis
* Strategic Thinking

**Supervisory Responsibility:**

NA.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will be in an office setting with minimal outside work.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or

move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Position Type/Expected Hours of Work:**

This is a full-time position that requires more than 40 hours a week.

**Travel:**

This is a Geneseo headquarters position. Job site visits may be required for training purposes.

**Required Skills, Education or Experience:**

* Bachelor's degree in Geology/GIS or related field
* 1-2 years of on-the-job experience or equivalent combination

**Preferred Skills, Education or Experience:**

* Successful candidate will have job experience in cartography and GIS using ArcGIS Desktop 10
* ArcGIS Pro and ArcGIS Online, have ability to accurately create, maintain, and organize geographic data using ArcGIS/ArcGIS Pro
* Geospatial data analysis experience required
* Familiarity and experience with data resources and strong research skills helpful (demographic, economic, education, transportation, and health)
* Experienced in Microsoft Office Suite
* Some familiarity and experience with AutoCAD but not necessary
* Strong problem-solving skills and initiative a must

**Additional Eligibility Qualifications:**

* Must have a valid driver’s license with good driving record.

**Other Duties:**

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.