

**CHUGACH ELECTRIC ASSOCIATION, INC.**  
**Anchorage, Alaska**

Position Description

GIS Technician - Grade 9

I) Summary

Working under general supervision, the GIS Technician is responsible for the development, maintenance and accuracy of Geographic Information System (GIS) maps and data. This position provides GIS support for all departments.

II) Reporting Relationships

- A. Reports to: Manager, CAD/GIS Services
- B. Trains: Users and maintainers of the GIS system

III) Representative Duties

- A. Performs tasks to create, edit or verify GIS and related data.
- B. Interprets construction and maintenance work from documentation or verbal direction to accurately update the GIS database in a timely manner. This includes, but is not limited to performing or verifying data entry, and/or editing, attributing, and developing data sets.
- C. Creates and updates GIS maps from notes, sketches, drawings, data files, GPS, or verbal direction except as defined in the GIS Specialist Grade 10 classification
- D. Verifies data following department Quality Assurance/Quality Control (QA/QC) procedures to ensure the creation and maintenance of accurate data including relationships and connectivity.
- E. Creates reports, maps, and extracts data by developing basic queries using query wizards or pre-defined queries.
- F. Performs GIS basic spatial analyses using existing tools and creates maps to illustrate results.
- G. Downloads, converts, and uploads GIS data available from internal or external sources for use. This includes coordinate system conversions, cataloging, inventorying, cleanup of GIS data, and metadata creation to the department standard.
- H. Ensures the plotter and scanner is operational by performing basic maintenance and loading paper or ink/pearls. Reports technical difficulties and supply needs to the Manager.
- I. Assists the GIS Specialist with testing GIS software enhancements, upgrades, and configurations according to a predefined test plan.
- J. Assists the GIS Specialist in creating or editing an existing web map except as defined in the GIS Specialist Grade 10 classification.
- K. Provides periodic status reports and write-ups of GIS activities.

- L. May assist in performing Grade 9 CAD editing duties.
- M. Performs other related duties and projects as assigned.

IV) Relationships

A. Internal

1. Manager, CAD/GIS Services: Reports to, seeks direction from, provides assistance and feedback to, and exchanges information with.
2. CAD/GIS personnel: Receives direction from, works and exchanges information with, provides assistance and feedback to.
3. All other personnel: Provides information and assistance to, works and exchanges information with, provides assistance and feedback to.

B. External

1. Consultants: With concurrence from the department manager, provides assistance to, exchanges information with, and sends/receives work requests to/from representatives from external firms.
2. Other utilities and agencies: With concurrence from the department manager, provides assistance to and exchanges information with.
3. Plotter and Software Vendors: Corresponds with to resolve problems and gain assistance.

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Job Qualifications

GIS Technician - Grade 9

Education

A high school diploma or equivalent plus completion of twenty (20) total college semester credit hours in GIS/geomatics, CAD, remote sensing, photogrammetry, computer science, natural science, surveying technology, engineering, urban planning, cartography, geography, or related field are required. Minimum of nine (9) credit hours is required in GIS. Degree or GIS Certification preferred.

Experience

Four (4) years of work experience where GIS is a major responsibility is required.

Education/Experience Substitution

Additional work experience where GIS is a major responsibility above the required four (4) years may be substituted for the required education; likewise, additional education in GIS or related field as described above may be substituted for up to two (2) years required work experience. For these purposes, one (1) year of experience is equivalent to six (6) college semester credit hours of education.

Knowledge/Skills/Abilities

- Must have the ability to proficiently and independently operate GIS software packages to perform the representative duties.
- Must have the ability to learn or do basic CAD editing. Some CAD experience or education preferred.
- Must be detail and accuracy oriented with strong mathematical skills.
- Ability to translate physical field plant work documentation to update GIS data and displays.
- Knowledge of and ability to follow QA/QC procedures.
- Must have the ability to create and run basic or pre-defined Structured Query Language (SQL) queries.
- Knowledge of the steps required to perform and display spatial analysis.
- Ability to create file based geodatabases and design simple feature classes.
- Ability to import and export data to various formats.
- Ability to understand land based coordinate systems.
- Must exhibit excellent English verbal and written communication skills with strong abilities in organization. Skilled in writing instructions, documentation and reports.
- Perform scanner/plotter/printer operation, maintenance.
- Ability to work in a team environment.
- Must be able to work with Microsoft Office Suite products.

Working Conditions

Work will be performed in a standard office environment with regularly scheduled working hours. May require lifting of up to 30 pounds on occasion. Occasional travel may be required. Overtime may be required.

Reviewed by: Paul Risse Date: 3-20-2018  
Sr. VP, Production and Engineering

John Andrew Date: 3/19/2018  
VP, Member and Employee Services

Approved by: Classification Committee Date: 3/16/2018

David M. Snyper Shelly Schmitt  
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