

Job Details

Job Title: GIS (Geographic Information Systems) Technician

Job Type: Full-time

Salary: \$13.00 - \$30.00/hr based on experience

Work Location: Primarily one inside location with field work required as needed

Schedule: Normally scheduled to work 40 hours a week; hours scheduled either Mon-Fri from 7 am – 4 pm; or a 4-Day work week from 7 am – 5 pm (TBD)

Job Information

Employer Summary:

The Sweetwater Utilities Board (SUB) is a municipal utility system that provides Electric, Water, Wastewater, and Natural Gas services to East Tennessee's Sweetwater Valley. Since its establishment in August of 1939, our mission has been to meet and supply the demands of a rapidly growing area by providing reliable, friendly, competitively-priced services to our customers.

As our system continues to expand and grow, we currently serve over 9500 electric, 4800 water, 2300 wastewater, and 1500 natural gas customers. We employ 54 hard-working, dedicated utility professionals who strive to deliver a service that meets or exceeds customer expectations.

At SUB, we promote a culture characteristic of small-town family values that, along with a generous benefits package, inevitably leads to employee satisfaction and retention!

Work Description: A GIS Technician will use GIS tools to obtain and compile data for GIS mapping. Research and analyze particular database data records, plot maps for construction projects and update the database to ensure personnel has the most current mapping information available, among other duties.

The GIS Technician is under the direct supervision of the Line Supervisor. This position is classified as Non-Exempt under the Fair Labor Standards Act.

Essential Duties & Responsibilities:

- Utilize GIS tools to both gather data and convert data for GIS mapping
- Responsible for maintenance of all GIS databases; record and document details of map updates, additions and/or deletions in company GIS databases
- Work in the field to visually locate items to resolve conflicting information and ensure the accuracy of data
- Produce accurate maps and other representations of data for fieldwork activities
- Manage the integration of the GIS with other applications and databases, including proprietary utility software and systems
- Coordinate with the System Planner and Supervisor of Operations for Water & Gas as needed to develop and maintain all GIS databases and address GIS and geodatabase needs at the enterprise level
- Be on call, as needed, in the event of an emergency

Qualifications

Minimum Requirements:

- High school diploma/equivalent
- Have and maintain a valid Tennessee driver's license
- Acceptable driving history as verified through the Department of Motor Vehicles.
- Must be able to pass a background check, pre-employment physical, and drug screen.
- Working knowledge of and ability to operate GIS-related software, Desktop mapping and Web mapping software, GPS, SCADA monitoring or computer-aided drawing systems, CAD and related software and GIS/CAD interoperability, and database/spreadsheet applications
- Ability to work independently with attention to detail and manage time across multiple projects and deadlines
- Organization and communication skills with the ability to seek input and feedback from and coordinate with other team members
- A GIS certificate or Associate degree with training emphasis in Geographic Information Systems, mapping, database design, or other closely related field is preferred; a Bachelors degree in GIS or a related field is a plus

Physical Requirements:

Physical demands range from sedentary, very light to moderate work. Requires frequent repetitive motions including, but not limited to, hand, wrist, and finger movements. Must be able to sit or stand at the computer for sustained periods to perform desk and counter work during working hours. Must be able to bend, stand, walk, climb stairs and ladders, and occasionally exert up to 10 pounds of force. May occasionally work in a noisy environment. Should be able to work in variable temperatures, sometimes outdoors in elements such as heat, cold, precipitation, and wind, and tolerate occasional exposure to extreme weather during emergencies.

SUB offers competitive wages, an excellent benefits package that includes comprehensive health, dental, vision, and life insurance, paid holidays, vacation/sick leave, employee training and development programs, and a positive, collaborative work environment.

Applications are available on our website and can be submitted:

- To our Business Office at 400 Hwy 322 East, Sweetwater, TN 37874.
- By emailing HumanResources@sweetwaterutilities.com
- By fax to 423-337-6894

SUB is an Equal Opportunity Employer and complies with all applicable laws and regulations in our employment practices. SUB is a Tennessee Drug-Free Workplace Program participant.