Midwest Energy & Communications - Job Description
GIS Analyst

Department: Information Technology   **Last Updated:** 10/2/2020
Reports To: Network Architect
Classifications:

[X] Non-Bargaining Unit	[X] Exempt	[ ] Supervisory	[ ] Senior Staff
[ ] Bargaining Unit	[ ] Non-Exempt	[ ] Non-Supervisory Management	[ ] Executive Team

Supervises: None
Incumbent(s):   Vacant

Job descriptions are subject to modification to reasonably accommodate individuals with disabilities, depending on risk to health and safety of the employee and/or others. The basic requirement of every position is to perform all tasks as assigned. Duties and scope of position may change based on needs of the organization. This document does not create an employment contract, implied or otherwise.

MEC employees are required to work in a safe manner and in accordance with the procedures listed in the Cooperative's Safety Handbook.

Efficient and cooperative work is required of staff, which includes regular, dependable attendance except when prohibited by law, and timely and accurate performance of duties.

Position Summary:
The GIS Analyst plans for and implements all aspects of the MEC Geographic Information Systems (GIS)-related projects including facilitating project teams, identifying resources and establishing project objectives, timelines and milestones and developing standards for GIS deployment and use. The MEC GIS system contains data in 3 different systems. With extensive knowledge of each system, the GIS Analyst determines which system is most appropriate for the task and how to easily move data between the systems.

Experience/Education:
- Bachelor's degree in GIS, geography, earth science, engineering, computer science or a related field.
- A minimum 3 years of experience as a GIS Analyst, GIS Coordinator, or similar position with professional-level experience in the design, development, implementation and administration of geographic information systems, including analysis and database development and integration.
- 5+ years of experience in geospacial/Esri technology with design, implementation and administration of Esri ArcGIS Platform
- Demonstrated proficiency with ArcGIS Enterprise, Portal for ArcGIS/ArcGIS Online

Essential Duties/Responsibilities:
Program Management
- Enterprise GIS (Esri) installation, configuration and implementation support
- Established experience and understanding of geospacial integration with IT including cloud, web services, databases and security
- Perform system administration duties, apply patches and software updates
- Working and communicating with stakeholders, various organizations and the direct customer via meetings, briefings and presentations
- Work in various electronic file management structures, such as Google productions, ArcGIS Online, and ArcSDE in order to organize, process and retrieve data

- Utilize user-developed and/or ESRI scripts and extensions for incorporation and utilization in projects
- Create, update and maintain electric maps by GIS, CAD or similar software or by manual drafting in accordance with standards, guidelines and practices
- Retrieve, research, analyze and interpret maps, as-builts, records and engineering documents
- Identify and resolve missing, wrong or conflicting information on construction records and maps and in related data
- Validate simple mapping, drafting and data entry work done by others
- Assist with field verification for maintaining maps and plant records.
- Must reach and maintain 98% mapping accuracy
- Support emergency operations
- Must be knowledgeable of and comply with Electric Design Standards, Electric Distribution Line Construction Standards
- Ensures the timely implementation of GIS-related projects.
- Assists in the development and management of GIS project plans including defining requirements, tasks, and resource assignments, ensuring that approved quality levels and deadlines are met.
- Prepares GIS project plans and schedules to include coordinating resources, tasks, and work assignments.
- Manages GIS-related teams of MEC staff and vendors to ensure that GIS project objectives and time lines are met.
- Develops standards for GIS deployment and use within MEC.
- Provides GIS-related technical guidance and assistance to project teams.
- Serves as a liaison with GIS vendors for the proper acquisition, installation, operation and maintenance of GIS-related resources.
- Provides MEC Engineering and Operations systems with the most recent and accurate GIS data available.
- Ensure that Permitting, Planning, and Asset Management systems must have the latest GIS data.
- Ensure that MEC staff using GIS has training and technical support as needed.
- Interface with other departments or outside agencies regarding future GIS projects.
- Provide support to the MEC Dispatch and Operations personnel in terms of mapping and staffing.

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Product Management

Company Culture Management
- Preserve confidentiality of company issues when relating to staff, customers, and general public.
- Support the policies and philosophies of the company at all times.
- Provide leadership to maintain good relations in all contacts with the general public.
- Provide leadership to maintain effective internal relationships to enhance information transfer and productivity.
- Promote safety to employees and contractors. Observe all safety rules. Maintain a safe working environment by adhering to policies, procedures, and regulations.

Required Skills:
Ability to create, edit, import, export, project and georeferenced GIS data.
Demonstrated proficiency with the major ESRI software products, i.e. ArcView, ArcInfo, ArcGIS

Ability to conduct special analyses and queries in order to answer complex questions relating to spatial data

Ability to produce cartographic documents which clearly represent outputs from spatial analyses

Knowledge of GIS spatial analysis, modeling, data processing and process simulation techniques

Ability to analyze, understand and incorporate applicable data

Knowledge of:

- GIS mapping software products including ESRI ArcGIS, Quantum Geographic Information System(QGIS), Autodesk AutoCAD, NISC MapWise.
- Practices and standards required for maintaining GIS Electrical and Telecommunications data.
- Commercial database systems
- Imagery formats commonly used for Electrical and Telecommunications Distribution applications. Ability to manipulate imagery as required.
- SQL and it's usage to create and modify data sources for the MEC's GIS.

Ability to:

- Understand emerging GIS technologies and their application to improve MEC services.
- Make sound decisions concerning GIS technologies as they apply to MEC.
- Analyze complex problems, evaluate alternatives, and make sound, well-structured recommendations.
- Prepare and present clear and well-organized written and oral reports as required.
- Explain GIS-related technical issues and concepts to non-technical staff.
- Use the Internet, remote communications, and other advanced tools to increase productivity and perform job functions.
- Establish and maintain effective working relationships with peers, superiors, vendor representatives and clients.
- Plan, manage, and implement GIS-related projects; assessing progress and making appropriate corrections to keep projects on track.
- Plan, organize, supervise, review and evaluate the work of GIS project team staff in a manner that is conducive to independent judgment, and high performance and personal accountability.
- Work with various skilled staff from other departments or outside agencies.
- Write reports, business correspondence, and procedure manuals.
- Effectively present information and respond to questions from groups of managers, clients, outside agencies, and the general public.

Experience and training which provide the following abilities, skills, and knowledge:

Knowledge to understand the workings of networks, shared devices, and connectivity of personal computers or networks to host computers;

Ability to manage multiple priorities that are time sensitive;

Ability to function with minimal supervision;

Ability to communicate tactfully, courteously, and effectively;

Ability to work flexible hours – including after-hours support and being on-call;

Ability to travel - which may involve a number of consecutive overnights out of town.

A valid Michigan driver's license with satisfactory driving record.