

Post Office Box 1679
Quincy, Florida 32353-1679
Quincy: (850) 627-7651



1640 West Jefferson Street
Quincy, Florida
32351-5679

GIS/MAPPING SPECIALIST

Talquin Electric Cooperative, Inc. is seeking qualified candidates for the position of GIS/Mapping Specialist. This position is located in our Quincy, FL office. The requirements for the position are as follows: Must have high school diploma or its equivalent. Completion of a formal two-year college program in a related field is preferred but not required. Education must be sufficient to enable individual to satisfactorily understand and carry out job requirements and responsibilities in an acceptable and safe manner. Consideration will be given to candidates with one to three years' experience in a related drafting or mapping field (utility preferred), or an appropriate combination of training, education and experience. Experience in the areas of utility operations, utility mapping, or utility construction may be considered in lieu of post-secondary education. Must have the ability to effectively and courteously communicate with TECI field personnel and TECI office personnel. Must possess knowledge of Global Positioning System (GPS) equipment and GPS software.

Must be able to pass Cooperative physical examination as well as pre-employment drug screen and background check. Must live at a primary residence located within a 30 minute drive, as determined solely by management, of any Talquin Electric office facility.

Within one year of employment, successful candidates are required to become qualified in the use of Geographic Information System software to design and create special products, including maps, digital data, reports and statistics; serve as a vital interface between inside/outside personnel by providing services that integrate field activities with the Inventory, Billing, and GIS Systems, which are facilitated through the processing of work orders and staking sheets. Must have the ability to pay close attention to detail to be able to protect the integrity of the mapping database. Must have excellent communication skills and be able to deal effectively with the public and internal employees. Must have knowledge of safe work practices and safety rules and regulations that pertain to electric utilities.

RESPONSIBILITIES:

- A. Perform duties in a safe, satisfactory, competent and timely manner.
- B. Maintain all aspects of Partner Software including the Partner Web and all assembly tables in ArcGIS, Partner Software and TECI's Financial Information System (FIS).
- C. Work closely with all parties involved in the staking process (Staking Engineers, Finance, Engineering, Consultants, etc.).
- D. Collect, and analyze electric, water and wastewater data.
- E. Interpret paper and electronic drawings for conversion to/from the GIS database.

- F. Create high quality maps.
- G. Assist in training Cooperative personnel on interactive mapping software.
- H. Field check staking sheets and locations identified in error reports.
- I. Performs field audits as requested.
- J. Provides direct support in the Control Center while in storm mode.
- K. Performs other duties as assigned.

Talquin offers an excellent benefits package and a compensation structure commensurate with qualifications and representative of the market. To apply, please submit your resume to:

Robert McKimm
Aerotek
rmckimm@aerotek.com
904-527-5582

*An Equal Opportunity Employer
All replies are confidential.*

TALQUIN ELECTRIC COOPERATIVE, INC.
Quincy, Florida

POSITION DESCRIPTION

GIS/Mapping Specialist

I. MANDATORY REQUIREMENTS & QUALIFICATIONS:

Must have high school diploma or its equivalent. Completion of a formal two-year college program in a related field is preferred but not required. Education must be sufficient to enable individual to satisfactorily understand and carry out job requirements and responsibilities in an acceptable and safe manner. Consideration will be given to candidates with one to three years' experience in a related drafting or mapping field (utility preferred), or an appropriate combination of training, education and experience. Experience in the areas of utility operations, utility mapping, or utility construction may be considered in lieu of post-secondary education. Must have the ability to effectively and courteously communicate with TECI field personnel and TECI office personnel. Must possess knowledge of Global Positioning System (GPS) equipment and GPS software.

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II. PHYSICAL REQUIREMENTS:

Either with or without reasonable accommodation, must be able to sit, stand, stoop, kneel, use hands and fingers to operate equipment, including computers and other electronic devices. Must be able to work seated or standing, as appropriate, at desk and counter height positions for extended periods of time. Must be able to work in field environment in varying weather conditions. Must be able to lift and move supplies, equipment, etc. up to 25 pounds. Must be able to lift supplies, documents, records, etc. and place in proper

storage compartments, some of which are overhead. Must be able to talk and hear at conversational levels. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

III. OBJECTIVES:

To support the development, operation, maintenance and enhancement of Talquin's Geographic Information System (GIS).

IV. RESPONSIBILITIES:

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V. RELATIONSHIPS:

- A. Reports to: GIS/Mapping Supervisor
- B. Coordinates or cooperates with:
 - 1. General Manager & Staff – provide assistance in mapping, dispatch and outage management as directed by the GIS/Mapping Supervisor.

2. Cooperative Personnel – provide assistance in mapping to ensure accurate maps, as directed by the GIS/Mapping Supervisor.
3. GIS Contractors – assist GIS contractors to ensure accuracy of maps under the direction of the GIS/Mapping Supervisor.

VI. AUTHORITY AND ACCOUNTABILITY:

- A. The GIS/Mapping Specialist is responsible to the GIS/Mapping Supervisor or his/her designee to perform the responsibilities within the scope of this position.
- B. The GIS/Mapping Specialist shall be accountable to the GIS/Mapping Supervisor or his/her designee for the efficient performance of these duties.
- C. The GIS/Mapping Specialist shall secure approval of the GIS/Mapping Supervisor or his/her designee in making decisions when policies are unclear, inadequate or require interpretation.

Tracy A. Bensley

Digitally signed by Tracy A.
Bensley
Date: 2019.09.13 14:35:16 -04'00'

General Manager

9/13/2019

Date