



NOTICE OF POSITION OPENING

**SEASONAL GIS SPECIALIST
Lexington Headquarters**

April 2, 2024

Dawson Public Power District will be accepting applications for the position of seasonal GIS specialist out of the Lexington headquarters.

Please see the attached job description for more detail. The salary range will depend on experience and qualifications.

Qualified candidates should submit a letter of interest and resume to Cole Brodine, Engineering Manager, via email at hr@dawsonpower.com or mailed to his attention at Dawson Public Power District, PO Box 777, Lexington, NE 68850.

Applications will be accepted April 2, 2024, through May 1, 2024.

An Equal Opportunity Employer



JOB DESCRIPTION SEASONAL GIS SPECIALIST

Job Title: **Seasonal GIS Specialist**
Department: **Engineering**
Reports To: **Manager of Engineering**
FLSA Status: **Nonexempt**
Prepared By: **CB – 1/27/2016**
Updated By: **PM – 04/02/2024**

SUMMARY

Assists in the maintenance of the District's geographical information system (GIS) by providing necessary data, drawings, and assistance to aid in the planning, design, analysis, installation, and maintenance of the District's electric distribution system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned. Within the limits of approved board policies, operating guides, and procedures, assumes responsibility and has commensurate authority for the following activities:

- Promotes safe working practices, ensuring all safety rules and company policies are followed
- Performs drafting functions necessary to maintain engineering working files resulting in current data, maps, etc. to reflect existing system status.
- Assists in the maintenance of the GIS system by obtaining, updating, and implementing all information pertaining to the electric distribution system that is provided by engineering and operations departments through staking sheets and various other reports.
- Provides necessary GIS data, drawings, and assistance required by employees to aid in the planning, design, analysis, installation, and maintenance of the electric distribution systems
- Builds queries to retrieve mapping data to support system studies.
- Prepares specialized map files, spreadsheets and database applications to provide technical support and analysis.
- Performs other clerical duties as necessary and assigned.

EXTERNAL RELATIONSHIPS

Consumers: Provides efficient, helpful, and courteous service, resulting in good consumer relations.

General Public: Maintains friendly, cooperative relationships with the general public in the performance of these responsibilities so that the image of the District will be a favorable one.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following knowledge and skill levels are needed to fulfill the requirements of this position: Knowledge of (1) GIS/drafting experience; (2) AutoCAD or related drafting software; (3) Microsoft Access/SQL; (4) legal land descriptions. Some entry-level training can be provided in identified areas of weakness. Other beneficial attributes would be knowledge of construction/staking units, survey grade GPS equipment and some knowledge of surveying, lineman experience, ability to multi-task, and a background in computer programs used by utilities.

The position requires extensive attention to detail. It also requires a strong aptitude with computers and problem solving related to what a lineman could use in a mapping system.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); including drafting or mapping classes.

It would be beneficial to be working towards a technical school degree in GIS, drafting, electrical technology, or a related field.

COMPUTER SKILLS

This position requires the ability to use office machines such as computers, printers, copiers, calculators, and fax machines. The employee must have a working knowledge of basic computer programs, including Microsoft Office (Word, Excel, and Outlook). This position also requires the use of industry-specific programs and devices, for which training will be provided. The ability to use AutoCAD, Manifold and Microsoft Access/SQL will be looked upon favorably.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Understand and use advanced math and statistics. Deal with systems or real numbers, algebraic solution of equations, and probability and statistical inference. Apply fractions, percentages, ratio, and proportion. Use technical terms, math and computer symbols, and complex charts and graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

The work environment is generally a climate-controlled office but may require outdoor work in a variety of weather conditions.

DURATION OF EMPLOYMENT

The duration of employment will be starting in May on a flexible date. Termination of employment will occur in August or September on a flexible date. Preference may be given to candidates who would potentially be able to return for additional summers.

INTERNSHIP/CO-OP

Dawson Power is willing to accommodate students who require an internship or co-op from their educational provider. Requirements should be provided before employment begins to ensure that Dawson Power can meet the requirements from the educational provider.