

Doyon Utilities, LLC
Job Description

JOB TITLE	GIS Technician	LOCATION	HDQ Information Systems
REPORTS TO	GIS Program Manager	HOURS	40 Hours per week
TYPE OF POSITION	Full Time, Regular (1 yr term)	SCHEDULE	M-F 8am-5pm
WAGE RANGE	\$22 - \$25 DOE	FLSA STATUS	Non-Exempt
BARGAINING GROUP	N/A	DATE	11/17/16

POSITION OBJECTIVES: The GIS Technician creates maps, reports and maintains the Geographic Information Systems (GIS) database by reviewing engineering drawings with field verification using Global Positioning System (GPS) to ensure the accuracy and consistency of the GIS Information. The GIS Technician supports the GIS team, project teams, the environmental department and any other DU employee/group in GIS or mapping requirement. This position is located at Doyon Utilities' Headquarters at Fairbanks, AK.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Maintains the GIS database and perform updates and edits.
2. Prepare maps and reports as necessary.
3. Conducts GPS field collections of utilities.
4. Review and verify mapping data or themes provided by government agencies or private sector contractors for accuracy and consistency, modifying and correcting database values as necessary.
5. Assist in the evaluation, development, and adaptation of computer software applications for capture, conversion and maintenance procedures related to GIS.
6. Assist in identify and research external sources of hardware, GIS software, and resources.
7. Participate as a member of project teams as necessary.
8. Prepare for and conduct GIS data exchange with the Government on routine basis.
9. Other duties as assigned.

REQUIRED/DESIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Experience with ArcGIS Map, ArcSDE
2. Good analytical and problem solving skills.
3. Experience with GPS data collection.
4. Strong Microsoft Windows / Office applications experience.
5. Able to work with minimal supervision.
6. Must have excellent interpersonal skills and be able to work in a team environment.
7. Enthusiastic about learning, pushing technical limits and finding new solutions.
8. Some familiar with Spatial Data Standard for Infrastructure and Environment (SDSFIE).

ENVIRONMENT: The majority of the work is performed in a professional office setting. The work is generally sedentary, requiring routine walking, standing, bending and carrying items weighing less than 40 pounds. Incumbent must be physically capable of visiting DU sites on military installations in Alaska. Reasonable accommodations, according to applicable state and federal laws, will be provided to all qualified individuals with physical or mental disabilities.

CONDITIONS OF EMPLOYMENT:

1. The incumbent is subject to pre-hire and random drug testing in accordance with the published policy of Doyon Utilities.
2. Must be eligible to work on a military installation in Alaska.
3. Must have a valid driver's license issued by the State of Alaska.
4. Must be willing to travel.

EDUCATION AND EXPERIENCE

1. B.S. degree in Geographic Information Systems, Geography, Information Technology, or a related field. May substitute formal training with adequate experience.
2. Minimum of One (1) years' experience in an information systems environment, including systems analysis, design, integration, and implementation.

Employee Signature

Date