



**POSITION DESCRIPTION**

Position Title:	<b>GIS Operator/Staking Assistant</b>	FLSA Status:	Non-Exempt
Department:	Engineering	Union Status:	Non-Union
Reports To:	Distribution Engineer	Employment Status:	Fulltime

**Purpose of Position**

To provide GIS mapping updates and assistance to the Engineering Department’s Staking Technicians both in the field and in the office. Assist in the collection of data for permits, easements, system improvement projects, and Member inquiries. Provide after-hour standby coverage within the rotation of department personnel.

**Core Competencies**

1. **Safety:** Adhere to all workplace and trade safety laws, regulations, standards, rules, and practices. Use of Personal Protective Equipment as required. Take individual responsibility in managing safety risks and reporting unsafe conditions or unsafe work practices. Respond positively to safety-oriented feedback. Contribute to a culture of safety.
2. **Quality of Work:** Produce thorough, high-quality work with minimal errors. Seek feedback, make corrections as needed. Identify problems and solve them. Strive to improve processes. Work collaboratively with team members to implement systemic changes.
3. **Productivity:** Complete assigned work in a timely fashion. Utilize slow periods productively. Produce amount and volume expected, at accepted speed.
4. **Technical Skills/Job Knowledge:** Demonstrate appropriate level of understanding of technical skills in area of expertise, technology, products, and/or processes involved. Perform assigned duties. Keep current on changes. Competent with all technology and industry best practices necessary to perform job. Maintain necessary certification(s).
5. **Communication:** Oral and written communication clearly convey information. Keep others informed of activities and problems in timely manner. Listen well. Respond appropriately and respectfully.
6. **Teamwork/Ability to Work with Others:** Demonstrate ability to work in positive manner with co-workers and/or customers with differing backgrounds, opinions, capabilities, etc. Willingly share skills, competencies, and knowledge with others. Establish and maintain strong, effective working relationships.



# Benton Rural Electric Association

Contribute effectively to group efforts. Promote harmony. Agree to disagree without damaging relationships.

7. **Accountability**: Maintain excellent attendance and punctuality. Arrive on-time and be prepared to work. Accept responsibility for work and actions. Be reliable.
8. **Integrity**: Demonstrate honesty, high ethical standards, and respect for all team members, co-workers, and Benton REA members.
9. **Professionalism**: Always address internal and external customers with courtesy and respect. Dress in work attire appropriate to the position. Communicate business information in timely fashion, using means of communication appropriate to the situation.
10. **Support of Cooperative Goals, Policies, and Procedures**: Support Cooperative goals. Adhere to all Cooperative policies and procedures. Understand that internal customer and external member focus is always top priority. Contribute effectively in support of that priority.
11. **Problem-Solving**: Use sound logic and methodology to solve problems. Explore multiple sources for answers, as required. Able to identify hidden problems. Propose solutions.

## Job Responsibilities/Essential Functions

1. Ensuring that system maps are updated and accurate and maintained in a timely manner that meets the Cooperative's business objectives.
2. Collecting, organizing, and maintaining field information in a complete, clear and accurate manner in order to assist the Staking Technicians with various projects.
3. Meeting with the Benton REA members promptly and professionally and providing efficient and courteous service which results in positive member relations.
4. Performing drafting, layout, and GIS services as directed.
5. Assisting and designing field surveying services for line extensions and system improvements.
6. Assisting with schedule planning and organizing pertaining to equipment and labor resources.
7. Providing clerical and office services specifically to the Engineering Department as listed below:
  - A. Assist with computer entry and /or typing for the Engineering Department as requested.



- B. Assist with letters required to meet internal service standards as directed by supervisors.
  - C. Receive area phone calls and carry out general procedures as requested by supervisors.
  - D. Answer radio calls and assists with dispatching when requested by supervisors.
  - E. Provide continuity to the Association by being an integral team player to all departments.
8. Performs other duties as assigned, directed, or required.

## Job Requirements

1. Education/Experience:
  - a. High School graduate or equivalent (GED).
  - b. Must have a certificate or be proficient in using AutoCAD or related GIS software.
  - c. Must have and maintain a valid Washington State Driver's License.
2. Knowledge and Skills:
  - a. Previous experience with an electrical distribution cooperative financed by the United States Department of Agriculture (USDA) Rural Utilities Service (RUS) - (Formerly known as the Rural Electrification Administration (REA) - is preferred.
  - b. The ability to speak, read, write, and communicate the Spanish language fluently preferred.
  - c. Previous experience in preparing and filing legal easements preferred.
  - d. Working knowledge of RUS (REA) specifications, work order procedure system and design methods preferred.
  - e. One year of experience performing electric utility project staking, layout and design preferred.
  - f. One year of experience performing surveying and GPS data collection equipment preferred.



# Benton Rural Electric Association

- g. Working knowledge of Rural Utilities Service (RUS) - (Formerly known as the Rural Electrification Administration (REA), Federal, and State electric safety, and construction codes preferred.

### 3. Mental Demands:

- a. Ability to work independently with minimal guidance and supervision.
- b. Ability to manage work functions while balancing and adjusting priorities.
- c. Ability to maintain a positive attitude, even during stressful and/or difficult work situations.
- d. Ability to work under pressure and manage conflict with professionalism.
- e. Ability to represent Benton REA effectively with key stakeholders.

### 4. Physical Demands:

	Up to 1 Hr Per Day	Up to 2 Hrs Per Day	Up to 3 Hrs Per Day	Up to 4 Hrs Per Day	Up to 5 Hrs Per Day	Up to 6 Hrs Per Day	Up to 7 Hrs Per Day	Up to 8 to 10 Hrs Per Day
Standing				X				
Walking				X				
Sitting								X
Keyboarding								X
Seeing, Viewing								X
Talking & Listening							X	

#### a. Job May Require Lifting and/or Carrying:

	Never	Occasionally	Frequently	Continuously
Up to 10 lbs.		X		
Up to 20 lbs.		X		
Up to 30 lbs.		X		
Up to 50 lbs.	X			
Up to 100 lbs.	X			

#### b. Job Can Require:

	Never	Occasionally	Frequently	Continuously
Bending		X		
Squatting		X		
Crawling	X			
Climbing		X		

