

MAPPING AND DATA ANALYST

Mountrail-Williams Electric Cooperative

1 JOB OBJECTIVE:

Responsible for the operation and maintenance of MWEC's automated mapping system (ARCGIS - Geographical Information System), equipment tracking, and NISC iVUE to ensure that the electrical system drawings and models, the associated database and connectivity, and the geographical background are accurate and current.

To coordinate with all Cooperative departments and outside agencies to ensure that the flow of information relating to the model and maps is maintained in an orderly and consistent manner.

To ensure that all models, diagrams, drawings, and reports generated using automated mapping software are provided to others as needed in a timely manner.

2 QUALIFICATIONS:

High School Diploma or equivalency, plus minimum two (2) year technical degree in geographic information systems, Autocad, computer science, electricity or similar discipline is required. Additional education or training related to computer aided design and/or automated mapping is preferred. Additional education or training related to the fundamentals of electricity, or the mapping of electrical distribution systems is preferred. Familiarity with MS Access, SQL or comparable database software is desirable. Experience with personal computers and Microsoft Office products are required. Experience with Windmil Modeling, ArcGIS, is a definite plus.

3 DUTIES AND RESPONSIBILITIES:

- a) Ensures all updates and corrections to the NISC iVUE and ArcGIS are done in a timely manner to provide for accurate, up to date, electrical facility, geographical, and land base information for all Cooperative departments.
- b) Provides needed information, technical guidance, direction, assistance, and training to system users in a timely manner.
- c) Performs occasional field inspections to verify accuracy of the MWEC maps and models, reports discrepancies or hazardous conditions as needed, and makes sure the system is updated accordingly.
- d) Has the ability to operate Global Positioning System (GPS) equipment in the field. Also transfers, corrects, and converts GPS data files from other sources and integrates them into MWEC maps.
- e) Maintains communication and flow of information with MWEC engineering firms, contractors, neighboring cooperatives, local governments within the Cooperative service territory, and other utilities as it relates to the map and model.
- f) Works in conjunction with the appropriate Cooperative departments and personnel, and the appropriate vendors, to ensure that all computer software and hardware used for mapping is maintained and upgraded as needed.
- g) Supports the Cooperative's Strategic Plan and Vision Statements.

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- h) Embraces and demonstrates the values identified in the Cooperative's Strategic Plan.
- i) Stays abreast of changes that affect the electric system model such as new construction, line conversions, maintenance programs, switching operations, phase changes, etc., by reviewing the Long Range and Strategic plans, performing field inspections, and corresponding with the appropriate Cooperative personnel.
- j) Stays abreast of changes that affect the geographical and land base information including but not limited to highways, roads, lakes, rivers, creeks, wetlands, city limits, town limits, district lines, tax districts, service territories, easements, subdivisions, Board districts, property lines, and developments, by corresponding with the appropriate Cooperative personnel and outside agencies.
- k) Provides technical guidance and direction to system users to make sure that information pertaining to the service order and work order processes is properly entered into NISC iVUE. Provides assistance and training to all Cooperative departments in making changes or improvements to these processes as needed.
- l) Coordinates the importing and exporting of data to and from NISC iVUE to facilitate the sharing of information with the ND One-Call, county governments, cities and towns, developers, police departments, fire departments, and other utilities as needed.
- m) Ensures that the proposed system improvements included in the Long-Range Engineering Plan and the Two- or Four-Year Construction Work Plan, and proposed developments within the Cooperative's service territory, are posted to the appropriate theme of NISC iVUE.
- n) Performs other duties as assigned.
- o) Willingness to participate in Continuing Education.
- p) Assist with the Annual Meeting as directed.
- q) Must possess and maintain a valid United States driver's license and operate a motorized vehicle without the assistance of another employee.
- r) Performs any other duties assigned to fulfill the objective of the Cooperative.

3 KNOWLEDGE, SKILLS, AND ABILITIES:

The mental and physical requirements for this position include, but are not limited to the following:

- a) Ability to establish priorities and work without close supervision.
- b) Ability to problem solve.
- c) Ability to communicate effectively by telephone, computer, written word, radio, or in person with Cooperative staff, Board Members, and to the public.
- d) Must be able to follow verbal and written instructions.
- e) Must be able to access, input, and retrieve information via color-coded software and computer equipment.
- f) Must be able to attend work on a regular and predictable basis.
- g) Must be able to travel via ground or air to attend training or other educational classes.

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- h) Must have the aptitude to evaluate obstructions and impediments logically and objectively to plans and programs, make rational independent decisions and decisions and develop reasonable solutions to problems.
- i) Ability to handle confidential information.
- j) Computer application skills.
- k) Interpersonal skills.
- l) Must be a team player.
- m) Ability to work independently and be a self-starter.
- n) Ability to work under critical time deadlines and pressures.
- o) Reading skills to understand directives, policies, procedures, administrative handbooks, and similar materials.
- p) Writing skills to prepare or assist in the writing of correspondence, reports, completing forms and related documents.

4 POSITION SPECIFICATION:

This is a full time, hourly paid position in the Cooperative's Engineering/Mapping department. This position requires frequent sitting and use of personal computer keyboard. This position requires good finger dexterity and ability to perform close work.

- a) Normal, non-smoking office environment
- b) Valid United States driver's license
- c) Occasional travel in the two-county area
- d) Limited travel in and out of state

5 DISCLAIMER:

- a) This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.
- b) MVEC reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, or working schedules bases on their duty to accommodate individuals with disabilities.

Approved by: Jerry Rehak

Date: 2014

Reviewed/Amended by: Jerry Rehak

Date: 2023