



*Grady Electric Membership Corporation*

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**JOB DESCRIPTION: GIS/MAP TECHNICIAN**

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**CORE DISTINGUISHING FEATURES OF THIS CLASS:**

Objectives: The GIS/Map Technician will ensure the electrical distribution system; database, connectivity and geographic maps are accurate and current while optimizing field and departmental GIS applications to meet the Cooperative's needs. Provide GIS data, maps, and support as needed to all departments of the Cooperative. Develop and maintain proficiency with the Cooperative's staking practices and procedures to deliver safe, reliable, and efficient utility operations.

**PREREQUISITES AND QUALIFICATIONS:**

Must have a high school diploma or GED equivalent. Strongly prefer an Associate Degree or equivalent from a college or technical school in a GIS/CAD-related field. An equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities for the job may be qualifying. Must have or obtain a valid CDL Class A license within six months of hire date. Must be highly motivated, a problem solver, known to have good work habits, and have a history of tactfully dealing with people. Must be able to explain Grady EMC services, policies, and procedures to consumers and be able to maintain a daily work schedule to ensure the completion of jobs in an efficient and productive manner. Must have good computer skills using a variety of software programs. Must attend continuing education training events.

**ESSENTIAL FUNCTIONS:**

- Supports & maintains GIS database by ensuring the layers, attributes, spatial relationships, and connectivity are accurate and reflect our electrical system.
- Update GIS to reflect changes made to our electric system, including but not limited to; new services, line relocations, work plan projects, maintenance, pole replacements, switching operations, and phase changes.
- Provide all pertinent GIS data, drawings, and assistance required to aid in the planning, design, analysis, installation, and maintenance of the electric distribution system.
- Performs field checks, including the collection of GPS data, as necessary to verify line locations for new and existing facilities.
- Complete necessary paperwork and call in locates for all staked jobs and move to construction.
- Reference as-builts, work management logs, and other documentation to update GIS data to reflect construction completed in the field.
- Integrates data into the utility mapping system and design plans using GIS and AutoCAD software.
- Maintain the GIS database and troubleshoot data issues.
- Proficient in using Partner, Meridian, and Microsoft Office software.
- After completing 6 months program, will be required to work On Call on a rotational basis.
- Will be required to work with Grady EMC Construction crew at minimum one week per month for the first six months.
- Completion of Safety Training Program orientation and test before going On Call rotation.
- Perform additional necessary operational duties that are not outlined here.

NOTE: All work is performed under the guidance of the Engineering Manager.

**JOB POST START DATE: 06/13/2023**

**JOB POST END DATE: 6/27/2023**

**NOTICE OF JOB POSTING  
PLEASE NOTE THE FOLLOWING INFORMATION:**

Grady EMC is an equal opportunity and affirmative action employer, including disabled and veterans. We are a VEVRAA Federal Contractor. We desire priority referrals of Protected Veterans for job openings at all locations within the State of Georgia. Our hiring locations with contact information for the corresponding hiring official at each location in the State of Georgia are as follows:

Applicants should apply online at [www.indeed.com](http://www.indeed.com), Georgia Department of Labor (DOL), or email [hr@gradyemc.com](mailto:hr@gradyemc.com). Applications are not accepted at the office. We utilize the DOL to assist in the hiring process. They may be contacted at 229.377.6526