

GIS Specialist Job Description

Job Classification: Non-Exempt, Full-Time

Department: Operations

Reporting Relationship: Operations Manager

Supervises: None

Revised: July 2026

NRECA Job Code: 54-4371

Primary Accountability:

The GIS Specialist will support and maintain Rolling Hills Electric Cooperative, Inc.'s (RHEC) Geographic Information System (GIS) by ensuring that the electric model, the associated database, connectivity and background data sets are accurate and current using GIS software and technology, both in the office and in the field. This position will support both digital and hard-copy publishing of the GIS system, including the electronic model and associated land base. This includes being able to provide technical support for the end-users' mapping client and maintain and operate department publishing equipment.

Major Duties:

GIS:

- Updates and makes corrections to the GIS to reflect any changes made to the electrical system relating to new construction, line conversions, maintenance programs, switching operations, phase changes, etc., to ensure an accurate and current representation of the electrical system.
- Updates and makes changes to the GIS to reflect accurate and current geographic 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, Board districts, property lines, and developments.
- Assists with all electrical facility construction activities pertaining to efficient and accurate information required for the operation of the Outage Management System (OMS).
- Assists with all activities related to vehicle location system, OMS dispatch, AMI, and SCADA dispatch operations.
- Assists Electrical Engineering with Work Order to GIS to engineering analysis software to ensure data integrity for electrical system analysis.
- Submits Kansas and Nebraska One Call Polygons (areas we have underground facilities) and assists with Kansas Call One Locates.
- Performs all work required of the GIS area to ensure that information relating to the service order and work order processes is properly entered into the GIS.
- Imports and exports data to and from the GIS to facilitate the sharing of information with Kansas, contractors, county governments, cities and towns, developers, police departments, fire departments, and other utilities as needed.
- Assists in performing field inspections and staking on overhead and underground lines and equipment to verify the accuracy of the GIS, updates the system accordingly, and reports discrepancies as needed to the appropriate personnel.
- Operates Global Positioning System (GPS) equipment in the field to attach real-world coordinates to the associated location in the GIS; imports this data and adjusts as needed. Gives recommendations on and maintains GPS equipment regarding programs and maintenance.

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- Posts the proposed developments within the cooperative's service territory to the proposed layer of the GIS for review by all interested personnel.
- Uses the GIS to maintain all pertinent size, type, assembly, configuration, joint use, and maintenance data on electrical distribution system poles, lines, and equipment and generates related reports as needed.
- Produces maps, diagrams, drawings, and reports as needed using the Esri ARC MAP and NISC MapWise. Publishes web maps with the use of Arc Server. Operates plotters, printers, copiers, and any other publishing equipment used to produce hard copy maps.
- Maintains the mapping component of the Outage Management System.
- Completes the As Build process in the NISC MapWise System.
- Performs installation/removal of software related to the GIS System onto cooperative office and field computers. Performs troubleshooting for the software and works with the software vendor to resolve general issues
- Works with other departments regarding the workflow of Service Orders and Engineering Diagrams and how this information is recorded in the GIS system. Provides briefings on the "current state" of the workflow and recommends changes to eliminate redundancy and improve the accuracy of this information.
- Works with representatives from the NISC and Esri software vendors to solve technical issues and suggest additional functionality to improve its design and usefulness to RHEC personnel.
- Assists in AMI metering with the use of Landis & Gyr Emerge software.
- Assists with preparation of annual construction budget estimates.
- Able to travel to different locations within and outside of the Cooperative for training, meetings, and conferences.

Safety:

- Supports a safety culture of promoting "safety first" in all aspects of the job and exhibiting examples of safe practices.
- Demonstrates strong compliance with all RHEC safety rules, FMCSA, and OSHA requirements.
- Properly uses required PPE.
- Actively participates in daily stretching and safety meetings. Participates in job briefings/tailgates when applicable.
- Proactively identifies hazards and implements corrective actions; reports unsafe conditions to supervisor immediately.
- Sees that the job locations are left in a safe and neat condition by removing any odd pieces of wire, cartons, and other discarded materials.
- Participates in first aid, AED and CPR training, and can demonstrate understanding.

Tool & Equipment Operation:

- Furnishes the personal tools necessary to perform the duties of this position.
- Can independently operate all assigned equipment, including but not limited to tools and equipment used in drafting, GPS locating, and surveying.
- Ensures compliance with DOT and inspection requirements.

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- Assists in training apprentices in safe equipment use.

Qualifications:

- An associate degree in geographic information system technology or a related field and 5 years of experience, or Esri certified with 6 years of experience in geographic information system (GIS) analysis is required.
- Must have and maintain a valid driver's license and an insurable driving record.
- Ability to communicate clearly and professionally through both verbal and written skills.
- The ability to type quickly and accurately to create correspondence and step-by-step instructions.
- Ability to operate a personal computer and its corresponding accessories, including a mouse, keyboard and monitor; proficiency in various computer software programs, including Microsoft 365 products such as Word, Outlook, and Excel; the ability to learn new software as needed.
- Ability to use Adobe Acrobat to scan documents into PDF form. Also, the ability to use Adobe Acrobat to modify or create documents.
- Knowledge of the basic use of Esri mapping software.
- The ability to conduct data analysis by taking raw data and inspecting it, cleaning it, and transforming it into useful information.
- Using advanced mathematics and statistics to solve problems.
- Knowledge of principles and processes for providing exceptional member service.
- The ability to independently search out learning opportunities to expand and update Geographic Information System data and tool knowledge.
- Decisiveness: The ability to evaluate a question posed or problem and make competent decisions within a reasonable amount of time.
- Problem-Solving Skills: Be able to use advanced logic and scientific thinking to solve a variety of complex problems.
- Ability to pay attention to details, keep files, schedules and projects organized.
- Possesses good personal habits and high integrity.
- Punctual work attendance, adhering to regular schedule unless approved by supervisor.
- Ability to precisely follow directions, prioritize tasks, and meet established deadlines.
- Structured Query Language (SQL) – Basic knowledge of how to conduct queries using an SQL database.
- Proficiency in surveying.
- Maintains confidentiality.

Work Environment:

- Work will be spent primarily indoors, with some outdoor work. Indoor work will be performed in a climate-controlled office environment involving sedentary work.
- Will have interactions advising and answering questions with members, employees, vendors, and the public.
- Equipment used routinely includes computers, phones, multifunction printers, calculators, tablets, global positioning systems (GPS), plotter/scanner, surveying equipment, and two-way radios.
- Work is highly technical and analytical in nature.

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- Requires the application of independent, reasonable judgments and abstract reasoning pertaining to the identification, analysis, evaluation, and disposition of the job duties.
- Field work may involve exposure to extremes of temperature (below 32°F and above 100°F), noise (need to shout to be heard), dust and debris, fumes, chemicals, high voltages, flashing lights, and other environmental factors.
- Will encounter vehicular traffic, poor weather conditions, slippery surfaces, animals, and physical barriers such as fences and uneven terrain on occasion.
- Working around moving machinery such as forklifts, tractors, mowers, bucket and digger trucks, etc., will be required.
- Requires constant wearing of personal protective equipment (PPE) as outlined in the RHEC Safety Manual.
- There may be requirements, in an emergency, to do heavy lifting, be in awkward work positions, and be exposed to extreme hazards.
- The regular workday shall be eight (8) hours from 8:00 a.m. to 4:30 p.m., with a 30-minute unpaid lunch period. During the time, however, that Daylight Saving Time is in effect, the hours for the regular workday may be varied.
- Assists with mapping issues after regular working hours as directed.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A person in this position has sufficient time to complete tasks without a feeling of pressure. There are frequent opportunities to relax from any physical exertion or to change position in work activities.

- Lifting, Carrying: Occasionally exerting twenty (20) to fifty (50) pounds of force, and/or frequently up to ten (10) to twenty-five (25) pounds of force, and/or constantly greater than negligible up to ten (10) pounds of force.
- Reaching: Occasionally reaches to the front at, above, and below shoulder height throughout the day. May also be required to reach out to the side and above shoulder height.
- Pushing, Pulling: Pushing and pulling movements are occasionally required from the employee when working. Occasionally exerting twenty (20) to fifty (50) pounds of force, and/or frequently up to ten (10) to twenty-five (25) pounds of force, and/or constantly greater than negligible up to ten (10) pounds of force.
- Climbing, Crawling: Occasional climbing and crawling on and/or under a variety of obstacles to complete tasks when in and out of the field are required.
- Twisting, Rotating: Occasional twisting and rotating from the hips, shoulders, and neck. In addition, flexion and extension of the neck.
- Balance: Must maintain balance while working on uneven ground or while working above ground.

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- Handling: Finger dexterity, firm gripping, grasping, and pushing buttons, and operating levers are required to handle and/or operate a variety of tools, equipment, and moving vehicles and machinery.
- Stooping, Bending, Squatting: Occasional stooping, bending, and squatting at the waist, hips, and knees.
- Kneeling: Kneeling may be required on an occasional basis.
- Standing, Walking, Sitting: Most assigned duties and tasks are completed while sitting. Occasionally, the employee will be standing or walking during these duties and tasks.
- Talking, Hearing: Talking and hearing are required while receiving work orders and in communicating with others.
- Driving: Must be able to operate a motor vehicle to complete assigned tasks.
- Eyesight: Good eyesight is required to complete all/any assigned duties/tasks and operate any vehicles, equipment or machinery. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Foot Controls: Foot controls are used to operate motor vehicles and equipment, including but not limited to trucks and forklifts.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by supervisors.

Supervisor Signature: _____ Date: _____

Employee's signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Name (print): _____

Employee Signature: _____ Date: _____