

# Floresville Electric Light & Power System

## Geographic Information System (GIS) Supervisor (1 position)

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### Position Details

Eligible Applicants:	Open to the Public
Job Status:	Full Time
Pay Status:	Exempt
Reports To:	Director, Technology
Typical Schedule:	8:00 a.m. – 5:00 p.m., Monday through Friday
Open Date:	11/04/2022
Close Date:	Open Until Filled
Advertised Salary:	\$64,480 - \$79,560 annually / depending on qualifications

### Job Summary

Coordinates the deployment and utilization of GIS technologies within the organization, provides the technical expertise and acts as project leader in the planning, implementation and maintenance of GIS projects with varying levels of complexity. Provides customer service, may communicate with the public or other companies regarding electrical distribution mapping requirements and needs, and provides guidance, leadership, and supervision for GIS/Drone departmental personnel. Coordinates project assignment, prioritization, monitors and supports departmental workflow, manages and prepares budget, forecasts departmental needs for up to five years, promotes, hires, disciplines to include all record keeping, develops morale, develops/determines departmental training needs, evaluates direct reports, and approves time. Maintains database(s); data organization and cleanup, performance monitoring and tuning, sorting and creating data models. Create reports for business needs using multiple data sources. Assist other department supervisors/managers with mapping and software needs. This position is expected to be able to draw from a comprehensive experience in the GIS field to perform related tasks required to further new development, modifications, systems integration, etc. Other duties may be assigned based on organizational need.

## **Essential Functions**

(Supervisory) Supervises and coordinates the workflows of GIS and Drone departmental personnel by engaging in problem solving, maximizing use of personnel and equipment, and scheduling and prioritizing certain jobs. This position provides, direction, training, written & verbal disciplinary actions, work objectives/effectiveness, performance evaluations, and realigning work as needed. Provides recommendations into hiring/termination decisions.

(Support) Manages and performs related tasks to ensure the successful continued upkeep of moderate to highly complex enterprise GIS and data management/analytics solutions for the utility industry. Provides technical expertise in utility GIS implementation and maintenance, database design, programming techniques, user training/support and hardware, operational support to other FELPS departments.

(Implementation) Installs and maintains GIS software routines and supporting procedures in the most efficient and cost-effective manner possible to provide and maintain adequate resources to support user system requirements. Will be required to frequently interact with organizational staff to expose ways GIS, drone, and business intelligence technology can be successfully deployed to further enhance workflows and maximize efficiencies.

(Administrative) Develops and maintains internal technical standards involving coordination with the Technology Department. Provides administrative and analytical functions for organization-wide data stores, including line design, AMI, CIS, and OMS systems. Develops data models, database and programming standards, and systems integration. Performs ongoing advanced geographical, systems, and data analysis to ensure the quality, availability, and performance of datasets.

(Products and services) Uses systems analysis and programming skills to support the operational and project needs of organization and external collaborators. Designs, tests, and implements new manual and automated workflows in areas of mapping and data analysis. Fulfills requests for mapping and data products for internal and external collaborators.

## **Minimum Qualifications**

- Bachelor's degree or higher is preferred
- Five or more years in GIS with at least 1 year of supervisory experience
- Advanced skills and knowledge in approaches in systems
- Independent judgment and decision-making abilities are necessary to apply technical skills effectively
- Experience with budget/fiscal expenditures
- Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports and/or legal documents
- Ability to write editorials, journals, speeches, manuals or critiques

## **Physical Demands and Working Conditions**

The employee will be required to work both in an office and outdoor setting. Physical requirements include, but are not limited to, standing, sitting, walking, lifting up to 50 pounds, fine dexterity, foot controls (driving), vision, hearing and talking. Working conditions may involve extended time in variable or adverse weather conditions as well as exposure to vehicle traffic, general construction hazards, heavy equipment and rough terrain. Post job offer physical, driving record, background check, and drug screen required.