

GIS Specialist II



Job Code	20000067	Job Family	Engineering	Professional / Knowledge Worker	
Department	Various	Reports to	Various	Union Status	Non-Represented
FLSA Status	Non-Exempt	Pay Grade	2055	This Job is a Lead	No
Last Updated	12/1/2024				

Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

Job Summary

Models an accurate Geographic Information System digital land and facilities database that is developed in accordance with district engineering and drafting standards. Performs complex customer analytic spatial data mining extracts. Performs comprehensive field verification of primary facility additions and modifications.

Accountabilities

Accountability #1

Support collaborative relationships between departments and work groups and the incorporation of Geographic Information System data enhancements through delivering improved processes and procedures, ensuring the Geographic Information System land and facilities database is kept current, maintaining complex technical work processes, procedures and tools in the application of Geographic Information System technology, maintaining the security and confidentiality of the corporate database, and performing complex analytical investigations into a wide variety of data discrepancies that arise ensuring coordination of resolutions.

Accountability #2

Ensure outstanding value to our customers by demonstrating continual improvement through processing user requests and providing timely updates of modeled plant to support associated software systems as directed, and maintaining effective data management knowledge related to all technical multi-platform interfaces to Geographic Information System.

Accountability #3

Support the completion and development of customized and ad hoc Geographic Information System products by leveraging technology and process improvements, including software tools and research functions, maintaining documentation of past data mining methodologies used to ensure the ability to leverage these for future request configurations, and sure deliverables meet each customer's specifications.

Accountability #4

Support effective and transparent communication in work group and across all departments through partnering in the development, documentation, and implementation of standards and procedures for quality control of Geographic Information System data input, performing workstation tasks to complete quality control audit procedures, and verifying conformance to standards.

Accountability #5

Maintain knowledge of District engineering and construction practices by participating in all safety related field-access training and performing detailed fielding of primary additions and/or changes to the District's system as directed.

Accountability #6**Accountability #7****Accountability #8****Accountability #9****Accountability #10****Minimum Qualifications Note**

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at HRRecruiting@snopud.com, or by phone at 425-783-8655.

Qualifications – Education and Experience**Minimum Required Education and Experience:**

Bachelor's Degree in Business Administration, Computer Science, GIS, Drafting, or related, AND Two (2) years of experience with Geographic Information Systems, computer-aided design, or similar system;

OR

Four (4) years of office experience working with records and/or databases, AND
Two (2) years of experience with Geographic Information Systems, computer-aided design, or similar system.

Preferred Education and Experience:

Qualifications – License(s) and/or Certification(s)

Minimum Required License(s) and/or Certification(s):

Preferred License(s) and/or Certification(s):

Certification in Geographic Information System, computer-aided design or similar system.

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Knowledge of utility engineering and construction practices.

Perform identification of various District equipment in the field and procure relevant information.

Interpret the District's distribution and transmission systems engineering documentation.

Knowledge of the Geographic Information System platform and all related software tools, Intelligent land base development and maintenance procedures and quality control processes.

Applies job related research and analysis tools and techniques including cross-departmental work sketch process flows.

Identify, analyze, and correct errors in GIS land and facilities data records applying basic fundamentals and manual or automated land and facilities information, processes, and procedures.

Maintains records taxonomy structures and technical multi-platform interfaced data maintenance.

Work effectively as a team member and provide excellent communication and customer service to internal and external customers.

Ability to apply District Directives and policies including maintaining the security and confidentiality of District information.
Work independently and use appropriate judgment concerning data management and coordinate a variety of tasks and assignments simultaneously.

Preferred Skills and Abilities:

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Professional / Knowledge Worker”.

- Adaptability
- Building Customer Loyalty
- Building Partnerships
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Decision Making
- Earning Trust
- Emotional Intelligence Essentials
- Facilitating Change
- Influencing
- Initiating Action
- Innovation
- Leveraging Feedback
- Mentoring
- Planning and Organizing
- Positive Approach
- Professional Knowledge and Aptitude
- Stress Tolerance
- Technology Savvy
- Valuing Differences
- Work Standards

Physical Demands

Physical Demands List	Frequency
Sit	Constant (67-100%)
Walk	Occasional (11-33%)
Stand	Occasional (11-33%)
Drive	Occasional (11-33%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Never
Bend/Stoop	Seldom (1-10%)
Squat/Kneel	Never
Crawl	Never
Reach	Seldom (1-10%)
Work above shoulders (note specific activity in open text box below)	Never
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Seldom (1-10%)
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Occasional (11-33%)
Lift (note weight in open text box below)	Seldom (1-10%)
Carry (note weight in open text box below)	Occasional (11-33%)
Push/Pull (note specifics in open text box below)	Never
Work rapidly for long periods	Never
Use close vision	Constant (67-100%)
Use distance vision	Seldom (1-10%)
Use color vision	Frequent (34-66%)
Use peripheral depth perception	Occasional (11-33%)
Speak	Frequent (34-66%)
Hear	Frequent (34-66%)

Additional Physical Demands not listed above and associated frequency below.

Mental Demands

Communication	Frequency
Understand and carry out simple oral instructions	Frequent (34-66%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Seldom (1-10%)
Work alone	Frequent (34-66%)
Work as a member of a team	Frequent (34-66%)
Follow standards for work interactions	Frequent (34-66%)
Write communications for clarity and understanding	Frequent (34-66%)
Speak with clarity with others	Frequent (34-66%)
Comprehension	Frequency
Read and carry out simple instructions	Frequent (34-66%)
Read and carry out complicated instructions	Frequent (34-66%)
Retain relevant job information	Constant (67-100%)
Reasoning	Frequency
Read and interpret data	Frequent (34-66%)
Count and make simple arithmetic additions and subtractions	Frequent (34-66%)
Use intermediate and/or advanced math	Occasional (11-33%)
Organization	Frequency
Plan own work activities	Frequent (34-66%)
Plan work activities of others	Never
Direct work activities of others	Never
Resilience	Frequency
Work under pressure	Seldom (1-10%)
Work for long periods of time	Occasional (11-33%)
Work on several tasks at the same time	Occasional (11-33%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Occasional (11-33%)
Wet and/or humidity	Occasional (11-33%)
Atmospheric conditions	Occasional (11-33%)
Confined/restricted working environment	Never
Vibratory Tasks – High	Never

Vibratory Tasks – Low

Never

Additional Environmental Conditions in this job not listed above and the associated frequency below.

Risk Conditions List

Frequency

Exposure to Heights

Never

Exposure to Electricity

Never

Exposure to Toxic or Caustic Chemicals

Never

Working with Explosives

Never

Exposure to Radiant Energy

Never

Extreme Cold

Never

Extreme Hot

Never

Proximity to Moving Mechanical Parts

Never

Noise Intensity

Never

Exposure to animals

Seldom (1-10%)

Working with angry customers

Seldom (1-10%)

Additional Risk Conditions present in this job not listed above and the associated frequency below.

On-Call Status and Frequency

On-Call is required.

Yes

No

On-call activities and frequency.

Work Location

The primary assignment for this position is:

- Remote
- Office Hybrid
- On-Site
- Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.