Job Posting (Internal/External)
Jemez Mountains Electric Cooperative, Inc. (JMEC) is accepting applications for the position of Geographical Information System Administrator (GIS) for the Espanola District Office. The purpose of this position is to ensure the coordination of all aspects of GIS (Geographical Information System) activities, including gathering, creating, converting and analyzing spatial data using GIS programs and related software applications. Administer GIS application programming, database design, and the implementation of data constraints and standards. Insure necessary information, drawings, and databases are integrated with the GIS system to aid in the planning, design, analysis, installation, and maintenance for the Cooperative’s electric infrastructure. Will be supporting Arc GIS Online, Milsoft Windmil, Milsoft OMS, Milsoft Windmil Map, ESRI products, Partner staking.

Education:
Applicants must have a two-year technical degree in GIS, Design Technology, or a related field. Course work in basic electricity and electrical CAD is desirable. A Bachelor’s degree (B.A. /B.S.) from a four-year school in Geographic Information Systems, Computer Science, or a related computer-aided design field is desirable. Four years of utility GIS mapping experience may be substituted for each year of post-secondary education. Valid New Mexico Driver’s license or ability to obtain prior to first day of employment required. Must be eligible to be and remain insured as a driver by the Cooperative’s group liability policy for the automotive fleet.

Essential Functions
- Perform occasional field inspections on underground and overhead lines and equipment to verify accuracy of the AMIFM/GIS. Report discrepancies or hazardous conditions as needed and perform regular update maintenance.
- Review the Long-range Plan and the Four year Construction Work Plan, as well as field inspection data, to remain abreast of changes that may affect the system - such as new construction, line conversions, phase changes, maintenance programs and switching operations and report data to the appropriate Cooperative personnel.
- Monitor changes that affect the geographical and land base information - including but not limited to: highways, roads, lakes, rivers, creeks, wetlands, city/town limits, district lines, tax districts, service territories, easements, Board districts, property lines and developments. Notify the appropriate Cooperative and external agency personnel.
- Provide technical guidance and direction to system users to ensure information pertaining to the service order and work order processes is properly entered into the AM/FM/GIS. Provide assistance and training to all Cooperative departments in making changes or improvements.
- Work in conjunction with Cooperative departments and appropriate vendors to ensure all computer software and hardware is maintained and upgraded as needed.

Experience, Training, Knowledge, Skills and Abilities:
- Must have five (5) years progressively responsible experience in a Cooperative environment with a broad range of geographical information system software and platforms. Three to five years’ experience in support of Engineering and Operations activities within an electric utility preferred. Two years’ of supervisory experience.
• Experience with Enterprise Management applications such as Microsoft SQL Server, Oracle, and other service support applications as required. Must be proficient with PC applications, hardware and software currently used by the Cooperative such as Access, Excel, Word, Visual Basic, Arc GIS Online, Milsoft Windmil, Milsoft OMS, Milsoft Windmil Map, ESRI products, Partner staking etc.

• Must have thorough working knowledge of technology and GIS functionality to establish database constraints, architecture and formats to manage Cooperative systems and server files. Must possess an understanding of geometric-network creation and maintenance. Must be able to write, test and debug programs for overall system design and to improve efficiency.

• Able to work independently and collaboratively to define problems, collect information, and draw valid conclusions. Able to develop clear protocols for data processing and administrations.

• Must demonstrate knowledge of computer systems integration, communication protocols, spatial and non-spatial databases design and proficiency. Must be able to evaluate and implement GIS procedures and equipment for maximum efficiency, effectiveness and security. Must have the ability to produce reports that are efficient and meet the requested requirements.

• Must adhere to and promote safety. Must have the ability to meet and deal tactfully and courteously with Members, other employees, and the general public. Must always treat Members respectfully and in a professional manner in support of the Cooperative's strong commitment to outstanding customer service. Must be able to handle a wide range of projects and routine tasks simultaneously.

• 5-7 Years utility experience.

Only those candidates that possess the criteria listed above will be considered.

Please contact Dwight Herrera for an application or you can visit our website at [www.jemezcoop.org](http://www.jemezcoop.org) under our careers tab.

Applications/resumes will be accepted until Friday, February 21, 2020. Please direct them to:

Dwight Herrera, Human Resources Administrator  
P.O. Box 128 Española, New Mexico 87532  
505-753-2105 Ext. 1111  
505-753-6958 fax  
dherrera@jemezcoop.org