

# HENDERSON MUNICIPAL POWER & LIGHT CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**GIS DRAFTING TECHNICIAN**

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## **PURPOSE OF CLASSIFICATION**

The purpose of this non-exempt position is to perform technical work functions associated with creating and maintaining computerized engineering maps, drawings, and records for the municipal electric and fiber optic system in a geographical information system (GIS). Performs duties under the supervision and direction of the GIS Administrator.

## **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

### **GIS DRAFTING TECHNICIAN FUNCTION INCLUDE:**

- Creates and maintains HMP&L engineering maps, drawings, work orders, and records for all aspects of the electric utility and the fiber optic system to include line construction, removal, maintenance, and repair using computer-aided design drafting tools / GIS mapping software.
- Enters and edits asset database information pertaining to electric grid, fiber optic network, meters, transformers, work orders, material sheets, streetlights, aerial and underground facilities, and other mapping information.
- Maintains field drawings and other departmental records.
- Manages system integrations to internal and external databases including customer information system and outage management system.
- Manages joint use / pole attachment database; tracks and manages 3<sup>rd</sup> party pole attachment transfers, audits, and billing data.
- Reviews and assists with correction of city/county GIS databases/layers including address and street data.
- Converts existing engineering maps and documents to a computerized system and database.
- Reviews and updates existing computerized maps and map data to reflect changes and improve the accuracy of HMP&L maps.
- Transcribes data from field maps and field audits onto GIS mapping system.
- Reads and interprets maps, identifies locations for work crews or other staff as required or necessary.
- Operates and utilizes PC and related software to include CAD and GIS programs to enter, retrieve, review, or modify data; performs basic maintenance functions on PC hardware and software; maintains a comprehensive, current knowledge and awareness of new trends and technical advances in the drafting field; reads professional literature and technical manuals; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Receives various forms, reports, correspondence, work orders, maps, plats, manuals, or other documentation to compile and monitor various administrative and statistical data pertaining to departmental operations; performs research as needed; makes applicable calculations; analyzes trends; prepares or generates reports.

- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Operates office related machinery and equipment including desktop computer, mobile tablet, GPS collection equipment, copier, multi-line phone system, printer, scanner, and various computer programs including word processing, data entry, spreadsheets, database, and accounting software.

### **ADDITIONAL FUNCTIONS**

- May be required to work overtime.
- Adheres to and enforces all safe work practices and company compliance standards.
- Maintains good attendance and punctuality.
- Must have a valid driver's license.
- May drive HMP&L vehicle.
- Ensures conformity with standards set by the North American Reliability Corporation (NERC) and the SERC Reliability Corporation (SERC).
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Qualifications include: high school diploma or GED supplemented by completion of a vocational / technical training program in drafting with emphasis in Geographical Information System (GIS) mapping and software or degree in GIS; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job; and a minimum of one year GIS drafting experience. Requirements include: ability to have regular and predictable work attendance; a valid driver's license; must pass a drug/alcohol screen, physical, and background check upon conditional offer of employment, and have no DUI convictions in the previous five years.

Preferred requirements include: ESRI experience and prior experience in the utility industry; computer literacy.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and materials requiring complex and rapid adjustments, or to assemble, combine, or process complex and sensitive materials.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and advisory data and information. Some tasks require the ability to communicate orally and exchange accurate information with others.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness, and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks require the ability to communicate orally and aurally.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions; however, some tasks may require exposure to such environmental conditions as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, or temperature extremes.

This job description does not constitute a contract of employment. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employees. This job description is subject to change by the employer (Henderson Municipal Power & Light) at the discretion of the employer, or as the needs of the employer and requirements of the job change. The employer explicitly reserves the right to modify any of the provisions of this job description at any time and without notice. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or essential functions does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*Henderson Municipal Power & Light, HMP&L, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, HMP&L will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*