

## **Position:**

Geographic Information Systems (GIS) Technician

## **General Summary:**

The GIS Technician will be responsible for producing accurate visual and data representation of BEK Plant by customizing GIS applications, understanding and manipulating digital land-based data entered into ESRI compliant software while adhering to BEK Plant recordation standards.

## **Responsibilities:**

- Design and prepare graphic representations of GIS data, using GIS software applications, according to BEK Plant recordation standards.
- Convert data collected from field operations into GIS databases with proper and accurate spatial representation.
- Interpret aerial photography and imagery
- Analyze GIS data to identify spatial relationships and display the results of analysis, using maps, graphs or tabular data.
- Enter data into GIS databases using techniques such as coordinate geometry, map digitization, or conversion of other sources of digital data to produce accurate representation of BEK Plant.
- Maintain and/or modify existing GIS databases representing BEK Plant infrastructure.
- Review existing or incoming data for accuracy, usefulness, quality and completeness of documentation.
- Assure data consistency with Company standards and practices for conversion, maintenance, or upgrades
- Align GIS database with existing BEK recordation information to promote accuracy across all BEK database applications.
- Provide technical support to users within the Company regarding maintenance, development, and operation of the GIS databases and their applications.
- Establish and maintain effective working relationships with GIS vendors, field data collection teams, and support personnel of the GIS applications used by the Company.
- Giving meticulous attention to detail to produce the most accurate visual representation of BEK Plant infrastructure.
- Provide reporting functionally of GIS data to other key department staff for regulatory reporting as well as internal measure of BEK Plant statistics.

## **Qualifications:**

- 1 year course completion in Geography, Cartography, or GIS closely related field.
- 1 year experience in GIS database, application, and mapping management

- Ability to collect, analyze, and summarize GIS data
- Ability to geo-reference/geo-code data
- Knowledge of cartographic design
- Proficient in the use of Microsoft Office software
- Exposure to technical recordation in the Telecommunications Industry
- Excellent written and oral communication skills
- Organizational and time management skills are key
- Ability to effectively communicate with BEK recordation staff to promote the highest quality representation of BEK Plant.

We offer a competitive compensation package and excellent benefit package including health insurance, retirement and paid vacation.

Email resume to Brenda Waletzko at [brendaw@bektel.coop](mailto:brendaw@bektel.coop)

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