



**Red River Communications**  
**510 Broadway**  
**PO Box 136**  
**Abercrombie, ND 58001**  
**<https://redrivercomm.com>**  
**701-553-8309**

**Job Title: GIS Specialist**  
**Reports To: Operations Manager**  
**Location: Abercrombie, ND**  
**FLSA Status: Full-Time, Non-Exempt**

### **How to Apply / Connect**

Red River Communications is a leading-edge communications cooperative offering internet, digital tv, wireless internet, and cellular services. Within 30 miles of Fargo, ND enjoy small town life doing big things, close enough to shopping, entertainment and an airport in January when it's -30. If you're looking for a chance to advance your career this is the perfect opportunity. Red River Communications is a financially stable company that has seen continuous growth.

**Email your resume to [jobs@rrt.net](mailto:jobs@rrt.net) by April 30th, 2022 to be considered.**

### **Job Summary**

The GIS Specialist establishes and maintains accurate plant account records, which includes outside plant, subscriber records and digital maps, assuring quality and accuracy in systems and connections. This person will be responsible for creating, updating and validating network maps as well as analyzing data sets. Maintains proactive communications between the outside plant and customer experience groups in order to ensure accurate records are being kept and updated. Responsibilities require discretion, sound judgment, tact and poise.

### **Essential Job Functions** (May include but are not limited to the following. Other duties may be assigned.)

- Actively encourages teamwork, open communication, and cooperative interaction by promoting a positive work environment that reflects the company's vision and values.
- Create and maintain geodatabase including geometric network for Red River's fiber optic plant and associated industry affiliations as needed.
- Performs basic and advanced processing tasks and production using ArcGIS and ESRI extension platforms.
- Designs, develops and modifies fiber optic network maps while utilizing GIS tools.
- Strategizes the use of ESRI tools in order to maximize efficiencies and accuracy for the company current and potential projects.
- Creates and maintains GIS databases in an efficient and accurate manner. Provides insight on trends, concerns, and/or general information to the Operations Manager.
- Creates detailed drawings for construction and permitting.
- Creates work order staking sheets with necessary information for plant personnel to locate and properly install plant and equipment.
- May update and maintain E911 records and transmit to 3rd party database.
- Manages multiple projects simultaneously, while achieving project goals, timelines and reporting.
- May develop training documentation and programs for coworkers.
- May verify service availability to prospective or existing customers.
- Skilled in producing drawings through the use of ESRI, Visio, Excel, NISC and other GIS Systems.
- May troubleshoot technical-related issues with the programs being used.
- May provide training or assistance to other users involved with operations.
- Coordinates with other departments to maximize efficiencies within their areas of work utilizing GIS tools. Fulfill data and mapping requests from other departments.
- Continues to stay up to date on new spatial and analysis products, data visualization and spatial data industry trends.
- Performs other miscellaneous duties as assigned by management. \*



\*These tasks do not meet the Americans with Disabilities Act definition of essential job functions and usually equal 5% or less of time spent. However, these tasks still constitute important performance aspects of the job.

**Knowledge, Skills, and Abilities**

- Knowledge of telecommunications plant operations and terminology.
- Considerable ability to communicate well in a positive and friendly manner with different types of communications styles in order to relate and build rapport quickly.
- Knowledge of fiber network planning, design, permitting, construction and as-built processes.
- Thorough knowledge of digital mapping systems.
- Strong ability to negotiate while maintaining rapport within the company.
- Ability to describe and demonstrate products and features to other users.
- Ability to complete work accurately under time constraints and deadlines.
- Possess excellent verbal and written communication skills.
- Ability to efficiently navigate all general office PC software programs.
- Possess industry knowledge as well as Company products and services offered.
- Ability to network with customer care, network and marketing teams cooperatively.
- Ability to organize and prioritize multiple assignments.
- Excellent attention to detail.
- Ability to work independently as well as in a team environment.
- Knowledge of Company policies and procedures.
- Demonstrates dependability through good attendance and adherence to schedules/policies.
- Must possess a valid and insurable driver’s license.

**Supervisory Responsibilities**

This job does not have any supervisory responsibilities.

**Education and Experience Desired**

To perform this job successfully, an individual must be able to perform each item under “Essential Job Functions” satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Associates or bachelor’s degree in computer science, GIS, cartography/geography, engineering or related field.
  - OR equivalent work experience of 5+ years in a related field.
- 3 + years work related GIS experience preferred
- 3 + years ArcGIS experience preferred

**Physical Requirements**

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%	0-24 lbs	25-49 lbs	50-74 lbs	75-100 lbs
Seeing: Must be able to read computer screen and various reports.				X				
Hearing: Must be able to hear well enough to communicate with employees and business contacts.				X				
Standing/Walking:	X							
Climbing/Stooping/Kneeling:	X							
Lifting/Pulling/Pushing - Weight	X				X			
Sitting:				X				



Fingering/Grasping/Feeling: Must be able to write, type and use the phone.				X				
--	--	--	--	---	--	--	--	--

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of the job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Good working conditions with the absence of disagreeable conditions.

**Work Schedule**

Defined by a Supervisor or Management

**Other Requirements**

- Proof U.S. Work Eligibility
- On-going training when deemed by Management
- Valid and Insurable Driver’s License