

## GIS Specialist I



<b>Job Code</b>	20000775	<b>Job Family</b>	Engineering	<b>Professional / Knowledge Worker</b>	
<b>Department</b>	Various	<b>Reports to</b>	Various	<b>Union Status</b>	Non-Represented
<b>FLSA Status</b>	Non-Exempt	<b>Pay Grade</b>	2054	<b>This Job is a Lead</b>	No
<b>Last Updated</b>	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

Supports ensuring an accurate Geographic Information System digital land and facilities database that is developed in accordance with district engineering and drafting standards. Learn to perform customer analytic spatial data mining extracts. Develops knowledge of District primary and secondary facilities. Learns District engineering and construction workflow processes and internal customer interfaces.

## Accountabilities

### Accountability #1

Contribute to maintaining Geographic Information System data enhancements and ensuring the Geographic Information System land and facilities database is kept current through creating and maintaining collaborative relationships between departments and work groups, learning to maintain complex technical work processes, procedures and tools in the application of Geographic Information System technology, and developing the ability to perform complex analytical investigations into a wide variety of data discrepancies that arise ensuring coordination of resolutions.

### Accountability #2

Help ensure outstanding value to our customers by learning effective data management practices and terminology related to all technical multi-platform interfaces to the Geographic Information System, learning to maintain the security and confidentiality of the corporate database, and implementing continual improvement methods and procedures that contribute to the completion and development of an accurate and high-quality Geographic Information System.

### Accountability #3

Contribute to the completion and development of customized and ad hoc Geographic Information System products by leveraging available workstation software and research tools, assisting with maintaining documentation of past data mining methodologies used to ensure the ability to leverage for future request configurations, and assisting with delivering requests that meet each customer's specifications.

### Accountability #4

Contribute to the quality work product and consistency of the work group by assisting with documentation and implementation of standards and procedures for quality control of Geographic Information System data input, learning to perform workstation tasks associated with quality control audit procedures, and verifying conformance to standards.

**Accountability #5**

Incorporate effective and transparent communication in the work group and across all departments by learning District engineering and construction practices, developing knowledge of and utilizing internal workflow processes and communication paths to ensure coordination of data resolutions, and assists in performing research to resolve a wide variety of data discrepancies that arise.

**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](mailto: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;

OR

Four (4) years of office experience working with records and/or databases.

***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):***

**Qualifications – Skills and Abilities**

***Minimum Required Skills and Abilities:***

- Ability to analyze, evaluate, and interpret data.
- Capability to manage and interpret complex information.
- Can work independently with minimal direction.
- Research, analyze and apply both current and emerging accounting standards and guidance.
- Ability to work effectively as a team member and provide excellent communication and customer service to internal and external customer.

***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	Never
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	Never
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

Understand and carry out simple oral instructions	Frequent (34-66%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Never
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

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

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%)

<b>Organization</b>		<b>Frequency</b>
Plan own work activities		Occasional (11-33%)
Plan work activities of others		Never
Direct work activities of others		Never
<b>Resilience</b>		<b>Frequency</b>
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.**

<b>Work Environment</b>	
<b>Environmental Conditions List</b>	<b>Frequency</b>
Exposure to weather	Never
Wet and/or humidity	Never
Atmospheric conditions	Never
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.**

<b>Risk Conditions List</b>	<b>Frequency</b>
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	Never

Working with angry customers

Never

**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.