



Lead GIS Specialist

Job Code	20000311	Job Family	Engineering	Professional / Knowledge Worker	
Department	GIS M&R and Drafting	Reports to	Mgr GIS/Maps Records & Drafting	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2058	This Job is a Lead	Yes
Last Updated	12/1/2022				

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

Perform lead responsibilities in the planning, organization, scheduling and support functions of the Geographic Information System (GIS); act as project leader on special GIS projects. Ensure GIS-related enterprise application initiatives are fully supported through timely and accurate GIS cartography and attribution data. Plan, assign and provide work direction to GIS Specialists. Develop, implement and maintain technical work processes, tools and complex customer analytical spatial data mining objectives. Develops and enhances GIS-related support, including training, for internal and external customers.

Accountabilities

Accountability #1

Ensure collaborative relationships between departments and work groups are maintained, coordinate with the Energy Control Center to ensure immediate awareness of switching order request statuses, provide immediate energization or de-energization of modeled plant critical to support associated software systems, and maintain effective data management knowledge related to all technical electrical multi-platform interfaces to Geographic Information System.

Accountability #2

Lead in ensuring outstanding value to our customers by demonstrating continual improvement through identifying Geographic Information System data enhancements, developing improved processes and procedures ensuring land and electrical facilities database is kept current, maintaining the security and confidentiality of the corporate database, and developing, implementing, and maintaining complex technical work processes, procedures and tools in the application of Geographic Information System technology, including programming and customization of various Geographic Information System viewing application software.

Accountability #3

Ensure quality control of Geographic Information System data input by developing, documenting, and implementing standards and procedures, performing workstation tasks to complete quality control audit procedures and verify conformance to standards, creating and maintaining Geographic Information System platform and Geographic Information System-viewer related software training tools, leading training efforts for District staff across organization, and overseeing multiple Geographic Information System data-viewing platforms and training requests.

Accountability #4

Ensure effective and transparent communication in work group and across all departments through leading and directing the development of customized and ad hoc Geographic Information System products, leveraging available workstation software and research tools, developing and documenting

related workstation procedures, documenting past data mining methodologies used to ensure the ability to leverage for future request configurations, performing complex analytical investigations into a wide variety of data discrepancies that arise, and coordinating resolutions to customer specifications.

Accountability #5

Ensure required electric system facility fielding and related workload is assigned and delegated to the workgroup for transmission and primary system additions and/or changes by utilizing continual improvement methods that ensure the workgroup is accurately modeling and maintaining all field related safety concerns, developing and training workgroup on advanced cross-referencing methods, and ensuring compliance with all Geographic Information System data requirements.

Accountability #6

Assists in the development of various programs to improve the efficiency of the Geographic Information System database implementation process by pushing down decision making down within the workgroup, identifying, analyzing, and developing interdepartmental Geographic Information system related continuous improvements, and acting as project leader on special Geographic Information System projects.

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, 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, AND Six (6) years of experience with Geographic Information Systems, computer-aided design, or similar system;

OR

Ten (10) years of experience with Geographic Information Systems, computer-aided design, or similar system.

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):

Certification in Geospatial Technology, drafting or related discipline.

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Understanding of the Geospatial Information System platform and all supported software applications.

Knowledge of electric utility engineering, work order and construction practices.

Interpret the District's electrical distribution and transmission system engineering sketches.

Manual or automated land and electric facilities information, processes and procedures.

Knowledge of project management techniques and practices. Apply research and analysis tools

and techniques to ensure high-quality control processes.

Provide flexible customer service.

Communicate and work effectively with all levels in the organization and outside agencies.

Interpret complex information in order to identify, analyze and correct errors in GIS land and facilities data records.

Maintain accurate and timely data record systems as well as confidentiality and security of District information.

Work in fast paced changing environment and coordinate a variety of complex tasks and assignments simultaneously.

Perform identification of various District equipment in the field and procure relevant information.

Preferred Skills and Abilities:

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Leader” at the Manager level.

Adaptability
Aligning Performance for Success
Building Customer Relationships
Building Talent
Coaching
Communication
Continuous Improvement
Continuous Learning
Courage
Creating a Culture of Trust
Creating an Inclusive Environment
Customer Focus
Delegation and Empowerment
Driving for Results
Driving Innovation
Emotional Intelligence Essentials
Empowering Decision Making
Execution
Guiding Team Success
Initiating Action

Inspiring Others
 Leveraging Feedback
 Positive Approach
 Professional Knowledge and Aptitude
 Selecting Talent
 Stress Tolerance
 Technology Savvy

Physical Demands

Physical Demands List

Frequency

Sit	Constant (67-100%)
Walk	Occasional (11-33%)
Stand	Occasional (11-33%)
Drive	Seldom (1-10%)
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)	Never
Grasp (forceful)	Seldom (1-10%)
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Seldom (1-10%)
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	Frequency
Understand and carry out simple oral instructions	Frequent (34-66%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Frequent (34-66%)
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	Frequency
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	Frequency
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%)
Organization	Frequency
Plan own work activities	Constant (67-100%)
Plan work activities of others	Constant (67-100%)
Direct work activities of others	Constant (67-100%)
Resilience	Frequency
Work under pressure	Constant (67-100%)
Work for long periods of time	Frequent (34-66%)
Work on several tasks at the same time	Frequent (34-66%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List

Environmental Conditions List	Frequency
Exposure to weather	Seldom (1-10%)
Wet and/or humidity	Seldom (1-10%)
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.

Risk Conditions List

Risk Conditions List	Frequency
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.