



Job Posting

City of Mishawaka
600 East Third St
Mishawaka, IN
46544

POSITION: GIS Engineering Assistant
DEPARTMENT: Electric
SALARY: \$1756.79
HOURS: 7:00 am to 4:00 pm

DATE POSTED: 02/13/2019
DATE CLOSED: 02/20/2019

DEFINITION

Responsible for the timely completion of assigned engineering projects in both the overhead and underground areas. Responsibilities include making appropriate personnel contacts, ensuring process flow requirements are effectively implemented, generating required design documents, updating required databases, and ensuring that projects are ready (on the scheduled date) to support construction activities. This position also acts as the primary point of contact for all matters related to the satisfactory completion of assigned projects. The GIS Engineering Assistant reports to, and receives assignments from, the Project Manager (projects related) or the S

QUALIFICATIONS

1. Possess a high school diploma, or equivalent.
2. Working knowledge of basic electricity.
3. Ability to read blue prints and construction drawings.
4. Proficient in the use of PC based computer equipment and software.
5. Must have a valid driver's license.
6. Must pass a pre-employment physical, which includes a drug screen.
7. Must adhere to the Utilities Drug Free Policy.
8. Must sign and adhere to the Utilities system Reliability Supervisor (GIS related).

APPLICATION:

Resumes/applications may be submitted via email, fax, regular mail, or in person to:

Mail: Human Resources
City of Mishawaka
600 East Third Street
Mishawaka, Indiana 46544

Fax: (574) 254-0197

Email: gspiess@mishawaka.in.gov

Please be sure to indicate the position you are applying for in your cover letter and resume.

MISHAWAKA UTILITIES – ELECTRIC DIVISION

A. JOB TITLE – GIS ENGINEERING ASSISTANT

B. DEFINITION

Responsible for the timely completion of assigned engineering projects in both the overhead and underground areas. Responsibilities include making appropriate personnel contacts, ensuring process flow requirements are effectively implemented, generating required design documents, updating required databases, and ensuring that projects are ready (on the scheduled date) to support construction activities. This position also acts as the primary point of contact for all matters related to the satisfactory completion of assigned projects. The GIS Engineering Assistant reports to, and receives assignments from, the Project Manager (projects related) or the System Reliability Supervisor (GIS related).

C. REQUIRED ATTRIBUTES

1. Ability to apply sound engineering principals, such as:
 - (a) ability to identify, analyze, and solve technical problems,
 - (b) effective technical communication,
 - (c) ability to effectively apply lessons learned,
 - (d) attention to detail,
 - (e) follow-up,
 - (f) accountability,
 - (g) ownership,
 - (h) focus on the assigned task, while still managing other assigned projects,
 - (i) demonstrate professionalism,
 - (j) stay on schedule, and within budget,
 - (k) ability to function with only minimal guidance, and
2. Ability to operate a vast range of computers software (e.g., industry analytical software, CAD, GIS, scheduling, database, graphics, word processing, spreadsheet).
3. Ability to operate a vast range of computer hardware (scanners, plotters, printers, digital imaging, portable GPS units)
4. Ability to operate surveying equipment to assist, when required, in the staking of both primary and secondary lines.
5. Ability to operate small hand tools, such as, pliers, hammers, screwdrivers, wire cutters, knives, files, wrenches, and punches.

D. JOB LOCATION

Engineering GIS Engineering Assistant work is performed at the Electric Division office, utility business office, job sites, and construction sites.

E. PHYSICAL REQUIREMENTS

Must be able to walk, bend, stoop, crawl, crouch, kneel, reach, and climb ladders both up and down, climb stairs both up and down, lift a minimum of 75 pounds without assistance, and have color vision. Must be able to sit for extended periods of time. Must be able to do balancing, pushing, pulling, handling, fingering, talking, seeing, hearing and turning.

F. ENVIRONMENTAL WORKING CONDITIONS

Must be able to work with others in the performance of duties (see Essential Functions of Job, below). Must be able to perform duties inside, outside, and in rain, sleet, snow, very hot, very cold, very humid, and windy weather in dusty, noisy, dirty, and cramped quarters. Must be able to walk on wet grass, wet leaves, heavy dew, and frost covered ground. Must be able to work around obstacles such as pallets, storage, rack, vehicles, on balcony and confined spaces. Must be able to work during high pollen and mold count days.

G. ESSENTIAL FUNCTIONS OF THE JOB (i.e., process requirements)

The GIS Engineering Assistant reports to, and receives assignments from, the Project Manager or the System Reliability Supervisor (GIS related). The GIS Engineering Assistant is responsible to contact and meet with appropriate personnel (such as City Engineering, Electrician, Job Superintendent, and Architects) in order to collect data and GPS the location of electric facilities, both temporary and permanent.

After establishing project scope, the GIS Engineering Assistant works with all Engineering Assistants and their drawings to ensure appropriate GPS information is collected and thereby keeping circuit coordination.

At the completion of the project, Construction routes drawing changes back to the Project Manager so that the GPS information can be verified by the GIS Engineering Assistant so that the circuit drawings, and other engineering databases, may be brought up to date.

A key additional responsibility of the GIS Engineering Assistant is to ensure the integrity of all system circuit prints. These include prints for each substation circuit, the 34.5 kV grid and any other system prints required to support decision making activities. This effort involves close coordination with the Project Manager, System Reliability Supervisor, and the crews to ensure accurate and timely communication of all system changes.

H. ADDITIONAL EXAMPLES OF WORK PERFORMED

The GIS Engineering Assistant, when directed, will provide locating support. Also, other assignments may include data entry, database development, and filling

in as an Engineering Assistant role for needed Engineering Department program elements.

The GIS Engineering Assistant will be required to update and maintain the utilities pole attachment data base, as well as perform all necessary field assessments.

I. REQUIRED KNOWLEDGE AND ABILITIES

Must have the ability to deal with employees, customers, contractors, and the general public in a professional manner. Must have sufficient technical knowledge and dexterity to operate equipment listed above in paragraph “C”.

1. GIS/GPS job staking or software programming experience “preferred”.

J. QUALIFICATIONS

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2. Working knowledge of basic electricity.
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4. Proficient in the use of PC based computer equipment and software.
5. Must have a valid driver’s license.
6. Must pass a pre-employment physical, which includes a drug screen.
7. Must adhere to the Utilities Drug Free Policy.
8. Must sign and adhere to the Utilities Confidentiality Statement.

K. MINIMUM REQUIREMENTS FOR PROMOTION

1. In order to be considered for a promotion the candidate must have:
 - a. demonstrated outstanding performance on assigned tasks