

Position Title: GIS Analyst/Mapper

Department: Engineering

Reports To: OSP Engineering & Mapping Manager

FLSA Status: Non-Exempt

This position will be instrumental in the continuing growth of OTELCO's OSP Engineering Mapping and Database System. This involves maintaining, updating, and accelerating the quality of our existing mapping system to add efficiency to the overall workforce. Preparing multiple reports and/or analysis that document our progression in various Outside Plant facilities. Processing necessary project data from as-built drawings. Working with third-party engineering groups to maintain consistent data for importing and exporting.

Essential Job Functions:

- Follow standard organizational practices and guidelines
- Conduct research on information from various database resources
- Analyze spatial data for geographical statistics to incorporate into documents and reports
- Design and Update Network database, applying additional knowledge of spatial feature representations

Knowledge, Skills, and Abilities:

- Ability to read and interpret underground and aerial telecom facilities records on maps and fielding notes
- Proficient with Microsoft Office suite of applications; mastery of Excel including organizing and presenting large data sets
- Experience with various desktop mapping tools; Google Earth, QGIS.
- Experience with AutoCAD and/or MicroStation is an added plus
- Advanced knowledge with Geodatabases, SQL, ArcGIS, and database administration
- Analytical Skills - The ability to solve problems using various GIS software (ArcGIS, ArcMap)
- Ability to collect available data, gather and organize that data for use in GIS
- Ability to pay close attention to detail and make sound decisions using information at hand
- Strong verbal and written communication skills
- Ability to use model builder in ArcMap
- Understanding of FTTX and distribution networks a plus
- Ability to work independently with limited supervision

Education and Experience:

- 1-3 Years ESRI database (Telecom preferred)
- Associates degree or two or more years work related experience

Physical Requirements:

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
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:		X		
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

Working Conditions:

Work in a climate-controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer use. Independent lifting ability of up to 25 lbs.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

OTELCO is an equal opportunity employer and does not discriminate on the basis of age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability.