



Carroll

Electric Cooperative, Inc.

350 Canton Rd. NW · P.O. Box 67 · Carrollton, OH 44615 · (330) 627-2116

MAPPING & INFORMATION SYSTEMS ANALYST

CARROLL ELECTRIC COOPERATIVE, INC.

1) POSITION FUNCTION:

This role will serve multiple functions. Primary function will be to receive, analyze, input and maintain the distribution system mapping and engineering model data. The mapping data is used in the development of system databases and map designs to reflect existing system status and to build and maintain an integrated relationship with the billing, engineering, and outage management system databases. This role will also serve as an IT assistant with the planning, ordering, installing, and maintaining of the Information Systems at the Co-op.

2) RESPONSIBILITIES AND DUTIES:

MAPPING ANALYST

- a) Within the limits of approved board policies, operating guides and procedures, assumes responsibility, and has commensurate authority for the following activities:
- b) Performs drafting functions necessary to keep mapping files current.
- c) Implements and maintains the mapping projection system (NISC Mapping & Staking) and a mapping Intranet package using mapping databases and the outage information system.
- d) Builds queries to retrieve mapping data to support system studies.
- e) Manages the mapping network and related equipment, troubleshoots problems, and maintains working relationship with NISC to keep system running at an optimal level.
- f) Analyzes discrepancies between Windmill and the mapping databases and makes comparisons to the billing files making any changes and corrections necessary to assure the data is consistent between applications.
- g) Prepares specialized spreadsheets and database applications to provide technical support and analysis.
- h) Serves as backup for the dispatcher to provide effective and efficient service in the absence of the dispatcher.
- i) In addition to these responsibilities, may be assigned by the Manager of Engineering to perform other duties from time to time.
- j) Conducts training for employees as needed.
- k) Performs other duties as assigned.

INFORMATION SYSTEMS ANALYST

- l) Assists with IT planning for future growth and expansion as well as replacements and updates in technology.
- m) Assists with maintenance for all PC's, iPads, servers, hubs and intranet equipment.
- n) Assists with ordering, installing and maintenance of all PC's, iPads, servers, printers, phones and related intranet equipment.
- o) Will work closely with our MSP (Aunalytics) as well as all our software vendors.
- p) Conducts training for employees as needed.
- q) Performs other duties as assigned.
- r) Will be involved and participate in Statewide IT and Cyber Organization meetings.

3) EDUCATION AND EXPERIENCE:

High school diploma plus a Vocational/Technical school degree or two years of college level courses in technical or closely related field required. Bachelor of Science degree, or in progress, in a related field from an accredited college or university is desired. CAD and Database experience desirable. Experience in computer services and maintenance is highly desirable. Previous utility experience in engineering or operations desired, but not required.

4) KNOWLEDGE, SKILLS AND ABILITIES:

Must be skilled in the use of a personal computer. This position requires knowledge and skills in map and plat reading, and basic engineering software. Must be familiar with Microsoft Office software. Must be able to communicate with other employees and deal with diverse groups of people. Ability to take direction on a variety of projects simultaneously and meet established deadlines. Must be able to project a favorable image for the Cooperative. Must become familiar with the service territory for the Cooperatives. Must be able to organize and plan work projects. Must be able to express him/herself well orally and in writing. Must have a valid Ohio driver's license.

5) WORKING CONDITIONS:

Normal office working conditions with the occasional trip out into the field. Will not be working remotely. Occasional work outside of normal work hours will be required. May be required to travel from time-to-time for training and meeting.

6) PHYSICAL REQUIREMENTS:

Sedentary work requiring exertion of up to 10 pounds of force occasionally and/or a negligible amount of force frequently. Light lifting of generally 10 pounds or less. Job requires sitting most of the time. Requires repetitive motions with hands and fingers such as dialing and keyboarding. Primarily inside work at a desk. Must be able to use office equipment such as a copier, computer, and printer. Must be able to communicate to individuals and small groups. Must be able to read, write and do arithmetic. Requires analyzing data and reports, conducting research, and implementing recommendations. Must be able to present information to others. Carroll Electric Cooperative is a drug-free workplace.

7) REPORTS TO:

IT Supervisor

8) RESPONSIBLE FOR:

Non-supervisory position

Resumes and cover letters accepted through Monday, June 26th.