

# GEOGRAPHICAL INFORMATION SYSTEMS (GIS) MAPPING ASSISTANT

Applications are invited from interested and suitably qualified individuals for the position of **GIS Mapping Assistant**, FortisTCI, Providenciales.

## Description

- To support the company's objective of an accurate GIS to facilitate asset management, outage management, pole sharing, and engineering imperatives.
- To work along with GIS, T&D Design, and Engineering staff to ensure the objectives of GIS are met.
- To perform audits of field data to facilitate timely updates of GIS and billing systems.
- To focus on audits of attachment counts, types, and quality of installation of joint use attachments by FTCI joint use partners.

## Main Duties

- Maintain asset data in GIS using a standard approach to data capture
- Responsible for managing/overseeing specific datasets, including maintenance, tracking data quality; working with colleagues to ensure the data is used appropriately
- Maintaining and updating internal documentation such as guidance notes and procedures.
- The Mapping assistant must be proficient with the utilization of the company's suite of GIS tools and software
- Support GIS projects and other data requests.
- Standby out-of-hours GIS support of the Operations teams
- The job requires outdoor activity and the ability to walk between FTCI field assets, carrying all required equipment, which may include a computer, digital camera, and paper maps.
- Ability to work outside and be able to stand and walk for long periods of time
- Proficient at time management without direct supervision
- Must be able to work safely and follow FortisTCI safety guidelines
- Perform data collection and take accurate and clear mapping notes
- Maintain vehicle and field equipment in good operating condition
- Eye for detail, including finding issues/problems with existing data or processes, and suggesting & implementing improvements
- Willingness to learn and develop skills through in-house training and coaching and attendance at third-party training where required.
- Highly competent in data capture, including awareness of issues such as data quality, completeness, usability, metadata, etc.
- Appropriate knowledge of Microsoft Office applications
- Self-motivated with a can-do attitude.
- Excellent communication, planning, and organizational skills.
- Awareness of utility networks

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### Academic/Technical/Management Qualifications

- Minimum High School diploma and valid driver's license
- Vocation certification in a technical field is preferred
- Ability to work in rough terrain and inclement weather
- Requires knowledge of computers and Microsoft Office suite
- Candidate must possess the aptitude to read maps, plan routes, and be able to work independently
- Utility right of way knowledge/experience is a plus

### Abilities, Skills, Experience, Aptitude & Judgement:

- Excellent team player and team-building skills
- Good analytical skills
- Excellent written and oral communication skills
- Ability to deliver to strict deadlines and to work under pressure
- Goal-oriented and Self-motivated

**Salary commensurate with experience and qualifications**