Job Posting #:	04FB02012024	Posting Type:	External
Job Title:	GIS Manager	Grade/Classification:	15/ Exempt
Department:	Information Systems & Business Solutions	Location:	Fredericksburg, VA

Job Description

OVERVIEW

The GIS Manager will recruit, retain, motivate and develop employees and actively contribute as a working member of a professional GIS (Geographical Information Systems) team, providing accurate, timely, high-quality GIS mapping and data services in support of all REC teams and operational areas and strategic plans.

ROLE AND RESPONSIBILITIES

- Collaborate and provide excellent service to Engineering, Operations, Staking, Operational Technology and other REC teams, satisfying all GIS requirements to facilitate and enhance REC operations.
- Provide for the efficient daily operation of the Cooperative's Operations Dispatch Center by ensuring accurate and timely updates to GIS mapping and transferring of this information into the NMS for proper outage analysis.
- Develop and enforce quality control processes and procedures to ensure the accuracy, integrity, and reliability of the GIS data repositories and for all GIS activities and services provided.
- Prioritize and assign work, define scope and monitor progression of projects, and develop staff by conducting performance evaluations, creating and implementing career development processes and making hiring, termination and disciplinary recommendations.
- Ensure utmost integrity of the data associated with the GIS field inventory, including pole and equipment information, changes in REC's network configurations, and installed fiber optic assets.
- Ability to maintain confidentiality, great collaboration, and communication.
- Able to use digital tools to manage, automate, and stay updated on the latest tools/resources in GIS industry.
- Ability to think critically, solve problems, improve processes, make recommendations, and create efficiencies.
- Ability to prioritize tasks and schedules.
- Ability to influence and inspire others, model BrilliT/REC core values (Caring, Respect, Integrity, Service), foster culture of accountability, provide coaching and feedback to other team members.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor's Degree from an accredited college or university with major coursework in Information Technology, Computer Science, GIS, or related field.

Must have five (5) years of experience in GIS or AutoCAD and two (2) years supervisory experience. Other drafting and computer experience desirable. Prefer to have experience with electric utility and fiber optics systems. Experience with NISC Mapping and Staking is preferred but not required.

Personally responsible for maintaining accuracy and integrity of data input into the GIS. Identify training needs among assigned personnel and recommend the type and sources for training. Monitor employee job performance and conduct performance evaluations providing open, honest, and accurate feedback consistent with the established performance management process. Establish and maintain professional working relationships with pertinent entities where securely sharing data may be required and beneficial.

Perform drafting functions using GIS capabilities. Conduct queries and searches through the GIS as requested for special reports. Must be able to acquire clear understanding of staking procedures, staking sheets and sketches for the purpose of accurate input.

Coordinate end-user training by evaluating and developing training programs, developing training manuals and procedures, and conducting in-house training of employees on the GIS and other related software packages.

Manage and direct temporary employee's day-to-day work assignments, scheduling, and evaluation. Provides pertinent GIS information to other county and state entities that will ensure accuracy of the REC landbase and electric model. Provide GIS support to other REC systems that utilize GIS data. Oversee the preparation of customized maps in response to internal and external requests. Adhere to and abide by all Cooperative safety rules, safety policies, and safety procedures.

Promote business ventures of the Cooperative. Must complete at least one (1) professional development activity annually.

Perform other duties as assigned. Must possess basic computer skills, including a working knowledge of Microsoft Office products, including, but not limited to: Outlook, Excel, Word, TEAMS and PowerPoint as required by job responsibilities.

HOW TO APPLY
Internal Applicants: Interested parties should submit an internal application via the HR HUB OR resume via rechr@myrec.coop.
Applicants: Use our https://www.myrec.coop/careers to apply for the opportunity. Please indicate the Job Posting ID #04FB02012024
Deadline: Open until filled

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of personnel so classified.