



## GIS Administrator

### Are we **RIGHT** for you?

The word **RIGHT** stands for what we **VALUE**: Respect, Integrity, Growth, Honesty and Teamwork.

### Why join our team?

Tidewater Utilities, Inc. has been Delaware's premiere water company since 1964. We have created a work environment that promotes professional development and finding your passion. We understand the importance of our services and the individuals who uphold our reputation.

Joining our team means that you have a multitude of benefits that support you in and out of the workplace such as- full medical, dental, and vision benefits, 401k, paid time off, tuition reimbursement, employee assistance program, and more. To learn more, please visit [www.middlesexwater.com/tidewater-utilities](http://www.middlesexwater.com/tidewater-utilities).

### Job Summary:

Under general supervision, this position is responsible for overseeing and administering the gathering, producing, quality, integrity, maintenance, analyzing, and reporting of Geographic Information System (GIS) data for the Company's Delaware utility systems. This includes preparing and updating maps and exhibits with GIS data sets, and using GIS data, applications, and tools to identify and solve problems for the Engineering and Operations staff, and administration and support of the field data collection processes to locate and field verify assets. This position is the local subject matter expert for GIS implementing and developing GIS work as part of the Corporate Middlesex Water Company Enterprise GIS group. This position reports to the Director of Engineering and manages staff performing GIS data updates. The successful candidate will be passionate about supporting and driving the Company's values of doing it **RIGHT**: Respect, Integrity, Growth, Honesty and Teamwork.

### Work Performed:

Employee will use best and evolving practices and established procedures to oversee, support and provide quality control on the update of the Enterprise GIS consistent with Enterprise initiatives. Updates to the Enterprise GIS will be based on a variety of data sources including, but not limited to; as-built construction drawings, GPS field data, and other company records. Types of projects may include pipe work, buildings and pump stations, storage reservoirs and tanks, and treatment plants.

Employee is expected to be an active participant and contributor to the ongoing development, design and implementation of analyses, processes, and technology improvements to solve challenges, optimize operations, and plan for the future of the GIS program.

## **Job Functions and Requirements:**

- Responsible for the TUI GIS program in accordance with Enterprise wide standards and practices including management of GIS update process, quality assurance/quality control of GIS updates, and interfacing with other Departments on collection, integration, and dissemination of asset and/or GIS data.
- Responsible for the oversight and management of the TUI GIS data collection work processes used in updating GIS Data sets from multiple sources including field documents, maps, drawings and other sources, and oversight of GPS hardware/software equipment and collection process. Oversees and manages GIS staff performing data update work on the affected systems.
- Provides review and oversight for quality control (QA/QC) for all aspects of the GIS systems to achieve desired technical and functional goals
- Responsible for the TUI GPS data collection process including management of GPS hardware and software as well as processing and use of GPS field data.
- Provide oversight to other GIS staff relating to GIS updates/additions and provide training and guidance to company staff on GIS and GPS related software and hardware
- Actively participates in the Enterprise GIS Committee(s) to understand, develop, and implement standards and procedures for GIS program management
- Responsible for the coordination of the enterprise asset management program as it relates to the GIS system as the asset management program system of record
- Coordinate with partner agencies such as DelDOT, Miss Utility, and other entities on the receipt and dissemination of GIS data
- Shall stay abreast of current GIS/GPS equipment, software, and industry practices. Provide recommendations regarding enhancements to the GIS program on both a company and enterprise level
- Responsible for creating GIS output in the form of maps, data summaries, etc. in support of various company activities
- Proficiency with the ESRI product line GIS including, but not limited to; ArcMap, ArcGIS Pro, and ArcGIS Online.
- Knowledge of GIS best practices, geospatial analytics, and geocoding.
- Proficient in Microsoft Office products (Word, Excel, Outlook).
- Ability to manage near and long term goals pertaining to GIS update targets, projects, and objectives.
- Preparation and submittal of status summary reports as needed.
- Ability to work professionally and represent the Company with coworkers, customers, peers, contractors and officials.
- Ability to work independently and manage time across multiple projects and deadlines.
- Ability to periodically climb and access construction work sites and work outside in year round conditions.
- Ability to periodically work outside within service territory on streets and other public areas where assets are located.
- May be required to work in multiple states.
- Must adhere to company and customer safety policies and procedures and use of appropriate PPE.
- Perform other duties as may be required by Department needs.

## **Essential Functions:**

- Able to sit / drive for extensive periods of time.
- Ability to read, assess, generate and update GIS information using Enterprise software systems from field information
- Must possess a valid driver's license.
- Physical capability for light lifting (25 lb).
- Work with company provided software to prepare timesheets, emails and other digital administrative tasks.
- Initiative and self-motivation to drive projects through issues to completion.

## **Qualifications:**

### Minimum Qualifications

- Associates degree or higher in GIS Technology, Engineering Technology or related fields
- Familiarity and competent with GIS and database software systems, specifically ESRI ArcGIS
- Good problem solving ability and analytical skills
- Ability to perform work independently.
- Excellent written and oral communication skills.
- Ability to read and interpret geospatial information from drawings, plots, plans, graphical presentations, and miscellaneous field records
- Good time management, prioritization, recordkeeping, and organizational skills and capabilities for administrative and project related matters.

### Preferred Qualifications:

- GIS related Certification
- GPS field & office software experience.
- Experience in utility facilities, automated mapping, cartography, geography, planning, civil engineering surveying or computer-aided design and drafting;
- Experience with Asset Management practices, programs and implementation including Oracle enterprise programs
- Experience with Python programming language; web mapping applications
- MS Project experience

**Candidates must possess authorization to work in the United States.**

**Candidates must be able to pass a drug screen, pre-employment physical, background check, and have a valid driver's license.**

**You can submit your resume and salary requirements by: e-mail to [HRDE@middlesexwater.com](mailto:HRDE@middlesexwater.com) by fax to 732-218-1169 or by mail to HR Generalist, Middlesex Water Company, 485 Route One South, Building C 4<sup>th</sup> floor, Iselin, NJ 08830.**

**No phone calls please. We thank all applicants in advance for their interest; however, only those applicants who are being considered for the position, or are currently employed by Middlesex Water Company will be contacted.**

**Middlesex Water Company and its' subsidiaries are an Equal Opportunity Employer.**