



## LENOIR CITY UTILITIES BOARD ELECTRIC DEPARTMENT

### GIS (GEOGRAPHIC INFORMATION SYSTEM) ANALYST

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**Date:** May 1, 2023

Lenoir City Utilities Board (LCUB) is seeking a Geographic Information System (GIS) Analyst to develop, implement, integrate, operate, and maintain LCUB's GIS programs and databases. Expectations for this position include integrating databases with utility system models and supporting database users to provide accurate, timely information used to operate and maintain electric, fiber, gas, water, and wastewater utility infrastructure. Interested applicants should submit a cover letter and resume to Adam Duncan ([aduncan@lcub.com](mailto:aduncan@lcub.com)).

**Position Summary:** The GIS Analyst is under the direct supervision of the Systems Engineering Supervisor. Normal work hours are Monday through Friday from 7:00 a.m. until 4:00 p.m. with a one-hour lunch break. The employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing and a background check.

**Employee Expectations:**

- Develop, implement, integrate, operate, and maintain LCUB's GIS programs and databases
- Coordinate, develop, and implement specialized GIS maps to support LCUB daily operations
- Publish and present specialized GIS maps to interface with the general public, ratepayers, stakeholders, third-party consultants, and vendors
- Design, develop, and maintain files and databases associated with GIS data and GIS backups
- Coordinate with construction crews and field engineers to incorporate information into appropriate data systems
- Produce documentation regarding GIS procedures, specifications, and standards
- Assist with identification and resolution of GIS technology issues
- Support user training as needed for system functionality or upgrade changes
- Respond to emergency conditions during extreme weather and major outage events as required to support LCUB restoration efforts
- Work with GIS, Engineering, and Operations to forecast, schedule, and distribute tasks as applicable
- Adhere to professional ethics and standards
- Maintain confidentiality of appropriate information
- Maintain a positive workplace culture that promotes collaboration and diversity
- Deliver and receive constructive critiques in a clear, concise manner without creating or harboring ill feelings

**Desired Qualifications:**

- Bachelor's degree in GIS, Geography, Computer Science, Engineering or related field
- Internship or cooperative work experience with municipal or utility GIS programs
- Basic knowledge of electric, fiber, gas, sewer, and water distribution infrastructure

### **Desired Hardware and Software Proficiencies:**

- ESRI Products (ArcGIS Online, Pro, Enterprise, Platform, apps & extensions)
- Microsoft Excel, Teams, Outlook, Powerpoint, Word
- Milsoft WindMil coordination with ESRI databases
- PDF creation and editing (Adobe, Bluebeam, or similar)
- Trimble devices and support software (Geo7x and R2 GPS devices, Pathfinder Office)

### **Physical Expectations:**

- Sit or stand at computer for majority of working hours
- Bend, stand, walk, and occasionally exert up to 25 pounds of force
- Communicate effectively with staff, supervisors, and general public in written and verbal form
- Tolerate occasional exposure to extreme weather during emergency events

### **Employee Benefits:**

- Employee pension and retirement plans
- 13 paid holidays annually
- Paid time off for vacation and sick leave
- Medical, dental, and vision insurance
- Access to financial and retirement planning services
- Tuition reimbursement

**Employer Summary:** Lenoir City Utilities Board is a municipal electric, fiber, gas, water, and wastewater utility located in the Tennessee Valley just 30 minutes from the foothills of the Great Smoky Mountains. Since its incorporation in 1938, LCUB has remained committed to providing reliable and affordable utility services. We currently serve approximately 72,000 customers and employ about 150 professionals that are focused on providing the personal, reliable service that our customers have grown accustomed to.

Despite being the sixth largest municipal utility in Tennessee, LCUB employees enjoy a small business culture with excellent benefits located in beautiful east Tennessee. It is no surprise that employees tend to stick around!

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Lenoir City Utilities Board is an equal opportunity employer and complies with all applicable laws and regulations in our employment practices. All qualified applicants receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identify, age, physical or mental disability, or covered veteran status.

LCUB is a TN Drug-Free Workplace Program participant. All LCUB facilities and vehicles are tobacco-free.