VACANCY – GEOGRAPHICAL INFORMATION SYSTEMS (GIS) MAPPING ASSISTANT

Applications are invited from interested and suitably qualified individuals for the position of **GIS Mapping Assistant, Pelican Energy TCI,** 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 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 PETCI joint use partners.

Main Duties

- Maintain asset data in GIS using a standard approach to capture data
- Responsible for managing / overseeing specific data sets, 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 in 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 PETCI 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 Pelican Energy TCI 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

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
- Candidates 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

- 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

Compensation commensurate with experience and qualifications

Qualified individuals should apply to the addresses below. Only successful applicants will be contacted for an interview.

Claudia Munnings
Director, Learning & Organizational Development
Pelican Energy TCI Limited
P. O. Box 132, Providenciales
Email address: hrapplications@pelicanenergytci.com