



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	GIS and Records Coordinator
DEPARTMENT.....:	Utilities
DIVISION.....:	Administration
CLASSIFICATION/GRADE.....:	GIS and Records Coordinator/107
REVISED.....:	01/2022
REPORTS TO.....:	Utilities Director
REVIEWED.....:	01/2022
WAGES.....:	Non-Exempt (Hourly)

SUMMARY:

Incumbent to this position is responsible for development and maintenance of a complete and accurate record of all physical aspects of the electric and gas systems of the consolidated government. Maps, charts, plans, work orders and other records shall be developed and/or maintained as required to support the operation, maintenance, planning and construction activities of the various utilities sub-departments. Training and development of digitized mapping, and work order systems as well as computer-aided drafting shall be emphasized. As with all Utilities positions, response at any time or working amended hours may be required as necessary to discharge requirements of the position or assist in emergencies.

BASIC FUNCTIONS:

1. Administers and personally participates in updating electric and gas system maps.
2. Coordinates the acquisition of and maintains records for all utilities rights-of-way.
3. Supervises and participates with subordinate personnel in drafting and work planning and dispatch as required to support maintenance, planning and construction efforts of the systems.
4. Reviews permit applications and recommends modifications or approval.
5. Coordinates miscellaneous permit applications.
6. Compiles complete and accurate records of all physical facilities and equipment for the department including specifications on completed projects.
7. Develops and supervises the implementation of computerized applications to achieve desired results in the areas of drafting and mapping.

OTHER REQUIREMENTS:

1. Good working knowledge of filing and other general office methods and practices.
2. Effective verbal and written communication skills.
3. Some knowledge of or ability to learn computerized aided drafting (CAD) and geographic information systems (GIS) and data processing procedures and equipment.
4. Able to learn other duties as required by supervisor.
5. Ability to work amended or extra hours when necessary to support the department's functions.

EDUCATION/EXPERIENCE:

1. High School Diploma or equivalent educational certification and 2 (two) years' experience in record keeping.
2. Also, the ability to organize and manage complex records systems is desirable.
3. Any equivalent combination of education, training and/or experience may substitute.