

# GIS AND RECORDS COORDINATOR

Utilities | Administration



## SUMMARY

Develop and maintain a complete and accurate record of all physical aspects of the electric and gas systems of the consolidated government. Maintain and/or develop maps, charts, plans, work orders, and other records 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.

### JOB OVERVIEW

#### Starting Pay

\$16.35 - \$21.00 per hour

#### Schedule

Monday - Friday

Must be willing to work extra hours if necessary.

#### Shift

7 a.m. - 4 p.m.

### LOCATION

Houma Service Complex

### REPORTS TO

Utilities Director

### PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

### WORK ENVIRONMENT

May require interactions with members of the public on occasion.

### EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at [employment@tpcg.org](mailto:employment@tpcg.org).

## ESSENTIAL FUNCTIONS

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

## GENERAL REQUIREMENTS

1. Effective verbal and written communication skills.
2. Ability to organize and manage complex records systems.
3. Knowledge of filing and general office duties.

## EDUCATION, EXPERIENCE, AND LICENSES

1. High school diploma or GED certificate required.
2. Minimum of two years of experience in record keeping.
3. Knowledge or ability to learn computerized aided drafting (CAD) and geographic information systems (GIS) and data processing procedures and equipment.
4. Possess and maintain valid Louisiana driver's license.