GIS Administrator

North Penn Water Authority (NPWA) is seeking a helpful individual who is analytical, and consistently produces precise, accurate work. This position offers opportunities to consistently achieve individual goals and for career development.

Position Summary

The GIS Administrator is responsible for maintaining the Geographical Information System (GIS), including all associated hardware, software and database management tools to ensure the highest level of accuracy and functionality. The GIS Administrator will collaborate with and provide technical support to all users throughout the organization. The GIS Administrator will also update and maintain the Global Positioning System (GPS) and Computerized Maintenance Management System (CMMS) software.

This is an in-person position; working remotely one day a week may be considered following a probationary period.

Key Responsibilities

* Maintains asset infrastructure in GIS by entering as-built data into the systems of record, updating pipeline records, processing GPS data, and preparing and printing detailed drawings.
* Continually monitors the GIS infrastructure database, performs digital data revisions, and updates GIS coverages, feature classes, and graphics/symbology utilizing ESRI ArcGIS Pro.
* Utilizes technical skills to operate, maintain, and troubleshoot GIS and GPS locating systems.
* Serves as the technical GIS contact by providing assistance, training, and system support to all users.
* Coordinates quarterly GIS user group meetings to review internal workflows, troubleshoot issues, and answer end-user questions.
* Creates and maintains complete documentation of GIS specifications and procedures. Designs and implements associated forms, manuals, and operation guides.
* Collaborates with technical consultants and county/municipal partners to acquire and integrate pertinent external GIS data into NPWA’s system. Maintains a current contact list of all stakeholders.
* Manages annual renewals of GIS and GPS related software licenses, and researches required equipment purchases.
* Identifies additional areas for GIS utilization, evaluates alternative solutions, and recommends improvements in GIS processing methods.
* Ensures the long-term operation and reliability of GIS by verifying the proper functioning of all system features and capabilities, in order to identify and correct any deficiencies or malfunctions.
* Assists and supports the development of and adherence to required standards, controls, procedures, and performance measures related to the NPWA’s GIS, GPS, and CMMS.
* Maintains a high level of proficiency in GIS software, professional practices, and techniques.
* Performs all other duties as assigned.

Qualifications

* Bachelor’s degree in GIS, Geography, Computer Science, or a related technical field.
* 2 – 4 years of professional GIS experience; utility related experience is preferred.

Compensation and Benefits

* Competitive starting rate
* 401(k) with company match
* Vacation and PTO starting the first year of employment
* 10 annual paid holidays
* Health, Vision, and Dental Insurance
* Flexible Savings Account and Dependent Care Account
* Short-term, Long-term, Life and AD&D insurance

About North Penn Water Authority

Established in 1965, North Penn Water Authority (NPWA) is a municipally owned, nonprofit Authority with a dedicated, professional workforce committed to providing the community with a safe, reliable, and economical water supply.  Our employees, many of whom are NPWA customers themselves, take pride in being able to provide this service to the community.  We look forward to the successful candidate joining our team.

North Penn Water Authority is an equal opportunity employer.