

# C-48604S Maps and Records Tech A-GIS Track

**Description:**

**Pay Rate:**

**Location: Syracuse**

**Supervisor: Matt Kohberger**

**Unposting Date: 11/15/2023**

**About the Position:**

Under direct supervision, assist higher level employees with the duties listed below and perform all aspects of moderate complexity required for the completion of all electric Geographic Information Systems (GIS) and Computer Aided Design and Drafting (CADD) projects. The preparation and perpetuation of standard maps and records of all facilities with physical assets and perform duties such as:

- Perform and complete "As Built" design changes for construction and confirming work requests.
- Check construction and retirement orders together with their completion reports in the field against the actual installations and retirements of equipment.
- Perform and complete all types of Data Model changes and map/drawing changes.
- Produce and maintain Diagrams, Maps and Drawings utilizing currently available technologies and tools.
- Assist with the design of Underground systems such as Conventional Manhole, Duct and URD systems utilizing computer systems and perform "As Built" design changes.
- Provide support to the Regional Control Centers and other clients to ensure accuracy of systems.
- Assist in recording on appropriate prints or drawings additions and retirements of facilities as shown on construction and retirement orders and associated completion reports.
- Analyze completion reports and reconcile with information added to or removed from the prints or drawings relating to any asset classes.
- Assist in ordering and distributing to various departments, prints prepared from standard maps.
- Assist in taking field measurements and physical inventories of electric production, transmission, and distribution plant.
- Work proficiently in MS Office Applications.
- Make contacts with other districts and departments in connection with job duties.

**Job Qualifications:**

- For GIS postings, candidates must have an AAS degree in GIS/Computer Science or two (2) years of design work experience in GIS
- Must pass validated aptitude test.
- Ability to read maps and construction drawings and knowledge of equipment and materials used in electric plant

NOTE: Maps and Records Technician A shall, after a period of greater than one year but no longer than two years, and after having demonstrated the ability to perform Maps and Records Technician B work in a manner satisfactory to the Company, be promoted to Maps and Records Technician B at the time of the annual Review Board.

**Only bids received on or before the above close date will be given consideration. Email bids to [RecruitingNY@nationalgrid.com](mailto:RecruitingNY@nationalgrid.com) or fax bids to (315)401-7890.**

**Bidders seeking to be considered for posted positions have the responsibility to fully set forth their qualifications on the job vacancy bid form. Candidates will be considered based on their seniority and the information provided on, or attached to, the bid form. Candidates who choose to submit incomplete forms may be deemed unqualified or ineligible for the posted position.**

Requisition ID 48604 - Posted 11/08/2023 - (Syracuse Erie Blvd 5210) - New York Jurisdiction - United States - New York - Land and Property