

C-55850 Maps and Records Tech A

Description:

Pay Rate:

Location: Syracuse

Supervisor: John Marino

Unposting Date: 06-11-2024

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. Perform GIS projects for Gas as needed. 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:

- AAS Degree in applicable Engineering Technology as posted, i.e. GIS, Computer Science, Electrical, Mechanical, or Civil/Structural. 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.

Many of the terms and conditions of employment for this position are defined by the current L97 and/or L97C collective bargaining. Agreements (CBA's). Employees awarded positions are subject to and bound by the terms of these CBA's as well as other. Agreements (MOA's, MOU's, ...) between the Company and Union. If you have any questions, please contact a L97, L97C Union Steward.

L97C bidding procedure:

All employees who are covered by the terms of the L97C CBA (Gold Book) are required, starting May 5, 2024, to submit job bids on or before the above close date **electronically through the Sodales job bidding system**. Employees must submit bids through Sodales for both Gold and Blue Book positions. The Company will not be accepting bids from L97C represented employees via email, fax or paper going forward. Information on accessing and using Sodales can be found on [Gridhome](#), as well as this link sending you directly to [Sodales](#).

Candidates will be considered based on their seniority and the information provided on your application. Candidates who choose to submit incomplete applications may be deemed unqualified or ineligible for the posted position.

L97 bidding procedure

All employees who are covered by the terms of the L97 CBA (Blue Book) are required, to submit bids on or before the above close date electronically through Sodales job bidding system (**highly recommended**), emailing bids to RecruitingNY@nationalgrid.com or fax bids to (315)401-7890.

Bidders seeking to be considered have the responsibility to fully set forth your 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.