



# Peabody Municipal Light Plant

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<b>Title:</b>	GIS Analyst
<b>Division:</b>	Information Systems & Services
<b>Salary:</b>	Grade E8 (\$74,199 - \$92,190)
<b>Shift:</b>	Exempt Position
<b>Civil Service Classification:</b>	Exempt

**OBJECTIVE:** Within the Information Systems and Services Division, the GIS Technician will work under the direction of the Systems Implementation Supervisor to create and maintain a reliable and accurate system of record for PMLP's field infrastructure, design and implement quality assurance/quality control (QA/QC) processes, and use GIS database and data analysis tools to support and streamline PMLP's operational activities. Additionally, help as needed to create, implement, and support new technology tools to assist and enhance cross-departmental productivity and integration within the framework of GIS related projects.

## **DUTIES:**

- Data collection of field asset location and condition within the City of Peabody and South Lynnfield.
- Perform accurate and timely updates to PMLP's GIS network model, geodatabases, and maps, using ESRI's ArcGIS Platform.
- Train and support end users, and manage process flows for GIS related applications as they pertain to PMLP's operational business.
- Assist in the development and institution of QC procedures for GIS datasets. Generate reports on spatial integrity and attribute consistency.
- Perform quality control checks between GIS datasets and other operational systems to ensure integrated data agreement.
- Perform analysis on spatial and non-spatial data to generate statistical, operational and maintenance reports
- Work with co-workers, partners and vendors to verify infrastructure assets, troubleshoot, and ensure accuracy of the GIS model and data.
- Prepare information using appropriate GIS tools and media output for presentation to internal and external customers.
- Identify and help develop new applications for the GIS platform that could help increase productivity and efficiency of PMLP's operations.
- Assist GIS team in ongoing platform maintenance, system design, development, and upgrades.
- Assist in the documentation of the GIS databases (metadata), procedures, problem resolution guidelines and business data interfaces.

Must be available to address emergency situations or serious malfunctions for all GIS-based systems, associated equipment, operating systems, and applications. Act as backup to other team members to the extent possible, and when applicable.



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At the discretion of the Manager, shall fill-in for other personnel and perform responsibilities and functions required to maintain or enhance the successful operation of the PMLP. Perform related duties as required, while keeping updated on current trends/technologies within the industry.

## QUALIFICATIONS, SKILLS, AND ABILITIES

- Preferred Bachelor's degree in Geospatial Information Management, Geography, Computer Science, Engineering, or related fields.
- Demonstrated relevant experience/training/GIS Certification may substitute for degree as determined by PMLP. Utility experience is a bonus.
- 2-3 years' experience as GIS Analyst with working knowledge of CAD software, Geodatabases, ArcGIS Pro/ArcMap, ArcGIS Enterprise, and ESRI mobile apps (Survey123, and Field Maps). Experience with ESRI's Geometric network or Utility Network is a bonus.
- This position requires knowledge of GIS principals, concepts, and techniques; as well as strong working experience with ESRI's ArcGIS platform, ESRI's mobile apps, field data collection practices and tools.
- Knowledge of GIS, GPS/GNSS and cartographic concepts, practices, and data collection techniques.
- Ability to read and interpret technical drawings, utility maps and as-builts; is a bonus
- Strong knowledge of mathematics, geometry, trigonometry, and basic statistics.
- Strong interpersonal and communication skills and ability to work as part of a diverse team.
- Proficient in MS Office 365, specifically: Excel and Access. Experience with Python scripting, Pandas, Jupyter notebook, JavaScript, HTML5, SQLServer or PowerBI; is a bonus.

Must possess exceptional troubleshooting skills to promptly detect, analyze, and resolve issues, as well as the ability to develop, implement, and document standards, procedures, and guidelines to support problem resolutions and operational processes.

Must be a results-oriented individual with excellent written and verbal communications skills, project management skills, and the ability to explain complex technical procedures and systems in layman's terms to non-technical personnel and peers.

Must be self-motivated, and quickly absorb and learn new technologies, software and hardware, and anticipate future applicability to PMLP's operations. Ability to address and resolve multiple unrelated issues concurrently.

Ability and ethics to maintain strict confidentiality consistent with applicable company and City policies, local, state, and federal requirements, and possess an overall thorough understanding of technology ethics.

## TO APPLY:

Interested applicants should send resume and cover letter to John Maihos, PMLP, 201 Warren Street Ext., Peabody, MA 01960, or by email to [jmaihos@pmlp.com](mailto:jmaihos@pmlp.com). *The Peabody Municipal Light Plant services over 26,000 customers in Peabody and South Lynnfield and is an Equal Opportunity Employer.*

JOSEPH ANASTASI, MANAGER