



JOB TITLE: GIS Analyst - Electric
DIVISION/DEPARTMENT: Technical Services
SUPERVISORY ROLE: No

REPORTS TO: Technical Services Manager
FLSA CATEGORY: Full time, Exempt
REVISED DATE: April 2026

POSITION SUMMARY

The GIS Analyst – Electric is responsible for maintaining, analyzing, and enhancing the Greer Commission of Public Works (GCPW) Geographic Information System (GIS) database for electric distribution assets. This role supports system operations, engineering, and field personnel by ensuring accurate, reliable, and timely spatial data related to electric distribution infrastructure. The position plays a critical role in asset management, outage response, system planning, and regulatory compliance.

POSITION RESPONSIBILITIES - ESSENTIAL

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential functions.

GIS Data Management & Maintenance

- Maintain and update GIS database for electric distribution systems, including overhead and underground assets such as transformers, conductors, switches, meters, substations, and service points
- Collect and convert field information relative to GCPW electric system updates on State Plane Coordinate System
- Perform accurate field data collection of electric assets using GPS hardware and GIS software
- Read and interpret engineering drawings, as-built plans, staking sheets, and construction documents to ensure accurate GIS representation

Data Quality & Integrity

- Perform data quality control, validation, and correction of spatial and attribute data
- Create database reports, queries, and field verification checks to ensure GIS data accuracy and completeness
- Maintain data governance standards and ensure compliance with GCPW internal data policies and applicable regulatory requirements
- Support data migration projects, system upgrades, and model conversions (e.g., geometric network to Esri Utility Network)

Outage Management System (OMS) Support

- Provide overnight on-call and scheduled overnight shift technical support for the Outage Management System (OMS) as needed, including real-time GIS data updates, device status troubleshooting, and coordination with operations staff during outage events and storm restoration
- Ensure GIS-to-OMS data integrity so that network connectivity, switching orders, and predicted outage calculations perform accurately
- Support storm response operations by maintaining up-to-date asset data and assisting operations with spatial analysis during major events
- Coordinate with customer service, operations, and engineering during outages to provide GIS-based situational awareness and crew routing support

Systems Integration & Technical Support

- Support integration between GIS and enterprise systems including OMS, Customer Information System (CIS), SCADA, and AMI
- Troubleshoot GIS-related issues and provide technical support to internal users across departments
- Develop and generate maps, reports, spatial analyses, and dashboards for operational and planning purposes
- Assist in the implementation and configuration of Esri ArcGIS Enterprise, ArcGIS Pro, and related web mapping applications



JOB TITLE: GIS Analyst - Electric
DIVISION/DEPARTMENT: Technical Services
SUPERVISORY ROLE: No

REPORTS TO: Technical Services Manager
FLSA CATEGORY: Full time, Exempt
REVISED DATE: April 2026

Collaboration & Training

- Collaborate with engineering, field crews, and operations staff to ensure accurate electric system representation in GIS
- Provide coordination, support, and training to interns or staff assisting with utility data collection
- Track development and construction progress; submit routine reports to management
- Assist multi-utility data collection (gas, water, sewer) when required

Safety & Compliance

- Comply with all GCPW safety rules, regulations, and the Safety Program at all times; immediately report injuries, illnesses, and unsafe conditions
- Wear required personal protective equipment (PPE) and exercise extreme safety in tool, equipment, and vehicle operations
- Support compliance with NESC standards, NERC requirements, and applicable state and federal regulatory obligations
- Work in emergencies or on-call duty as required, including overnight and weekend response
- Maintain regular and sustained attendance

POSITION RESPONSIBILITIES – NON-ESSENTIAL

Please note this job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required of the employee. Duties, responsibilities, and activities may change at any time with or without notice.

- Assist other utility divisions (water, gas, wastewater) with GIS data collection as workload permits
- Perform duties of a rodman or surveyor when necessary to ensure locational accuracy
- Compute and draft field survey notes; plot field information on plan and profile drawings
- Calculate distances, angles, and areas using GIS and survey tools
- Report equipment malfunctions, defective parts, and materials to appropriate supervisor
- Perform other duties as assigned

ESSENTIAL SKILLS AND EXPERIENCE

REQUIRED EDUCATION & EXPERIENCE

- Associate degree or higher in GIS, Geomatics, Geography, Engineering Technology, Computer Science, or a related field; equivalent experience considered
- Minimum two (2) years of experience in GIS or GPS data collection, preferably in electric utility operations
- Working knowledge of electric system operations and terminology (e.g., single-phase, three-phase, circuits, substations, feeders, transformers)
- Knowledge and understanding of appropriate safety procedures with ability to respond in emergency situations.
- Above average reading, writing and mathematical skills.
- Ability to distinguish colors.
- Effectively use office equipment including plotter, printer, fax, and wide-format scanner.
- Proficiency with Microsoft Office including Word and Excel and working knowledge of AS400, Cityworks, MWH modeling, and Trimble.
- Proficiency with Esri ArcGIS platform (ArcGIS Pro, ArcGIS Enterprise, ArcGIS Online) and familiarity with GPS data collection equipment and software (e.g., Trimble)

This is not a contract. Nothing in this document will alter the At-Will Employment Relationship.



JOB TITLE: GIS Analyst - Electric
DIVISION/DEPARTMENT: Technical Services
SUPERVISORY ROLE: No

REPORTS TO: Technical Services Manager
FLSA CATEGORY: Full time, Exempt
REVISED DATE: April 2026

- Strong organizational skills including record keeping, time management, and follow-up.
- Excellent attention to detail and sense of urgency, with the ability to prioritize, multi-task, handle interruptions, and meet timely deadlines while emphasizing quality and accuracy of work.
- Provide courteous, respectful, responsive, and efficient service to internal and external customers, anticipating and addressing needs promptly.
- Build positive relationships, maintain professionalism, and work cooperatively with diverse teams in a fast-paced environment while communicating clearly through speaking, writing, and active listening.
- Ability to work in extreme weather conditions for extended periods of time and tolerate changes in outside temperature from winter to summer and tolerate dust, pollen, wind, and rain.
- Ability to walk on uneven or steep ground.
- Ability to lift up to 75 pounds with or without reasonable accommodation.

Licenses/Certifications

- Valid South Carolina driver’s license.
- CPR and First Aid.

POSITION RESPONSIBILITIES – NON-ESSENTIAL

Please note this job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

BENEFICIAL SKILLS AND EXPERIENCE

- AutoCAD experience.
- Data entry, database architecture, and SQL querying.
- Blood borne pathogens training.
- Extinguishers training.
- Perform other duties as assigned.

PHYSICAL DEMANDS - ADA GUIDELINES

Physical Demands				
Stand	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handle / Finger	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Drive	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Lifting / Carrying Requirements				

