# Gila River Telecommunications, Inc.

**JOB TITLE:** Geographic Information System (GIS) Technician

**REPORTS TO:** Information Technology Manager

**DEPARTMENT:** Information Technology

**STATUS:** Non-Exempt

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## JOB SUMMARY:

We are seeking a skilled and detail-oriented GIS Technician to join our team. The ideal candidate will have hands-on experience with ESRI ArcGIS software and a strong background in geographic information systems in the telecommunications industry. The GIS Technician will play a crucial role in data management, analysis, reporting, and map creation to support various projects within our organization. This position requires a keen eye for accuracy, excellent problem-solving skills, and the ability to work collaboratively with other team members.

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## PRIMARY JOB DUTIES:

### Responsibilities:

1. **Data Management:**

   - Acquire, organize, and maintain spatial datasets for use in GIS projects.

   - Clean, validate, and update geospatial data to ensure accuracy and reliability.

   - Develop and implement data management protocols to maintain data integrity.

2. **Spatial Analysis:**

   - Conduct spatial analysis using ArcGIS tools to derive meaningful insights from geographic data.

   - Perform overlay analysis, proximity analysis, and other spatial operations to support decision-making processes.

   - Collaborate with other departments to understand their spatial analysis needs and provide actionable results.

3. **Map Creation and Visualization:**

- Create detailed maps, diagrams, and reports to support network planning, expansion, optimization, and regulatory reporting requirements.

- Ensure maps are visually appealing, accurate, and effectively convey complex information.

- Customize map layouts and symbology based on project requirements.

- Create telecommunications related mapping information, that includes E911, fiber and copper overlays.

4. **GIS Database Maintenance:**

- Manage and update GIS databases to reflect changes in the real world.

- Regularly review and optimize database performance for efficient data retrieval and storage.

- Work with IT staff to ensure proper backups and snapshots are performed daily.

5. **Technical Support:**

- Provide technical support to end-users for GIS-related issues.

- Assist in troubleshooting and problem resolution related to GIS software and data.

6. **Collaboration:**

- Collaborate with cross-functional teams including engineers and project managers to integrate GIS data into telecom network design and operations.

- Communicate effectively with team members and stakeholders to understand project requirements and deliver solutions.

- Ensure GRTI Employee Handbook is understood and followed in a consistent and respectful manner.

- Follow established safety rules and use common sense in maintaining a safe environment for self, team members, customers, and the public.

**EDUCATION AND EXPERIENCE:**

1. Bachelor's degree in Geography, GIS, Telecommunications, or a related field.

2. Proficient in the use of ESRI ArcGIS software, with a focus on telecommunications applications.

3. Strong understanding of spatial data concepts, coordinate systems, and projections.

4. Experience in managing telecommunications infrastructure data and e911 data.

5. Excellent problem-solving skills and attention to detail.

6. Effective communication and collaboration skills.

7. Familiarity with telecommunications network planning and e911 data standards is a plus.

**ESSENTIAL JOB FUNCTIONS:**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to use hands, to sit, lift up to 20lbs., stoop, bend, reach with hands/arms
- Must be able to sit for extended periods of time
- Requires the ability to speak, read, write, see, and hear to perform essential duties of the job.  Must communicate clearly in English.
- Must be able to perform and complete multiple tasks.
- Consistently demonstrate a high degree of integrity, honesty, and accuracy

**EQUIPMENT USED:**

Telephone; FAX, calculator, computer, monitor, printer, hardware and software packages, computer peripheral equipment i.e. mouse and keyboard, Microsoft Suite.

**ADDITIONAL REQUIREMENTS:**

- Will be asked to provide 39 months driving record. Positions require insurability under GRTI insurer requirements.
- Will be required to pass a pre-employment drug test and background check.

As a matter of company policy, all employment is on an at-will basis, meaning that employment shall last for so long as mutually agreeable.  Either the employee or the Company may terminate the employment at any time with or without cause.

Preference in filling vacancies is given to qualified enrolled Gila River Indian Community Members, other Indians, and non-Indian spouses of officially enrolled Community members in accordance with Tribal Employment Rights Office (T.E.R.0.) Ordinance (No. GR-02-09, Gila River Indian Community).

**Gila River Telecommunications, Inc. is an Equal Opportunity/Affirmative Action Employer, subject to Indian Hiring Preference.**