

LYON-COFFEY ELECTRIC COOPERATIVE, INC

IT Technician / GIS / Metering



Division/Department	Cooperative / HR
Location	Burlington, Kansas
Job Title	IT Technician / GIS / Metering

Level/Grade	Type of position:	Hours 40 / week
	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
	<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt

GENERAL DESCRIPTION

Challenging technical position to assist in managing the cooperative's information system, including GIS mapping, automated metering infrastructure, and outage management reporting system.

EDUCATION REQUIREMENTS

Associates Degree or 4 years qualified job related experience

RESPONSIBILITIES

Assimilate data from GPS devices, edit spatial features and create MapBooks
Database creation, development and maintenance
Maintain computer hardware and troubleshoot network issues
Provide software technical support to staff, assist in report writing and website maintenance
Ensure data integrity and storage

ABILITIES AND SKILLS

Ability to handle a variety of diverse tasks and organize to meet deadlines. Must be skilled at project management and should be proficient in the use of GIS mapping software/hardware. Familiar with Microsoft server OS and workstation hardware/software. Good communication skills, both written and oral, are required. Must be a problem solver, organized, future-oriented and posses the ability to work efficiently on task. Willingness to improve current knowledge and skills.

DETAILED JOB DESCRIPTION

Lyon-Coffey Electric Cooperative, Inc. is expanding the information systems within the cooperative. This full-time position will require the applicant to create and maintain computerized GIS maps and map layers of the coop's electric services through the use of automated drafting equipment. The applicant will also be actively involved in deploying and maintaining the Automated Meter Infrastructure (AMI) and the Outage Management System (OMS) of the coop. Applicants must be able to take directions, work both outside and at a desk, work alone as well as with others and lift 25 pounds. The selected applicant will not be directly working with live circuits but may be working in close proximity of such. Qualified applicant must be physically able to climb ladders, pull communication wiring, and use basic office equipment. Lyon-Coffey Electric Cooperative, Inc. does have pre-employment drug screening and is an equal opportunity employer.

Qualified Applicants, please send resume by June 1, 2010 to
Lyon-Coffey Electric Cooperative, Inc.
c/o Dianne Barrett
PO Box 229
1013 N 4th
Burlington, KS 66839
Or email to info@lyon-coffey.coop