



POSITION DESCRIPTION

Role Title:	Geographic Information System (GIS) Technician (Trainee)
Reports To:	Operations Systems Manager
Direct Reports:	Nil
Location:	Invercargill

POWERNET

Our Purpose: Safe | Efficient | Reliable: Power to Communities

Our Critical Success Factors

- Safety Always
- Customer Focus
- Continuous Improvement
- Passionate Empowered People
- Courageous Leadership

Our Values

- Up Front and Honest
- Make a Difference
- Do It Once, Do It Right
- Back Each Other
- Take Positive Action

PURPOSE OF THE ROLE

The main purpose of this role is to:

The key purpose of this role is the conversion of 'data' into 'information'. This happens mainly in the Geographic Information System (GIS), through management of drawings and by being a custodian of these information repositories.

Promote the use of GIS, drawings and data recording to staff and contractors.

To gain skills, experience and competency as a Trainee to develop, maintain and enhance the operation of the GIS software.

KEY RELATIONSHIPS

Internal

- Project Managers
- Connections Team
- System Control
- Maintenance Team
- Accounts
- Engineers
- IT Team
- GIS users

- Conversational, liaison

- Daily

External

- City, District and Environment Councils
- Contractors
- B4Udig customers
- Intergraph
- General Public

- Liaison

- As Required



KNOWLEDGE AND EXPERIENCE, SKILLS AND ATTRIBUTES REQUIRED

Essential Criteria:

- **Qualification/s required** – University Entrance or NCEA level 2
- **Registration and Licences** – Current Drivers Licence

Experience/Knowledge/Skills:

- Understanding of electronic draughting, and Geographical Information Systems

Personal Attributes:

- Good communication skills
- Innovative
- Willingness to undertake training and to accept change
- Commitment to excellence in customer service
- Ability to communicate at all levels, written and verbally
- Be highly motivated and able to work unsupervised after suitable training.

KEY RESPONSIBILITIES	EXPECTED DELIVERABLES	EXAMPLE MEASURES
GIS operation	<ul style="list-style-type: none"> • Update data into the GIS. • Provide information out of GIS. 	<ul style="list-style-type: none"> • Transfers data from Work Orders in to GIS. • Create geographic plans.
Reporting	<ul style="list-style-type: none"> • Weekly report. 	<ul style="list-style-type: none"> • Progress on objectives. • Highlights and issues reported. • Significant events noted.
Other duties	<ul style="list-style-type: none"> • Undertake such other responsibilities as may be reasonably required from time to time 	<ul style="list-style-type: none"> • Takes on additional duties willingly when asked. • Looks for additional work when not busy. • Supports others whenever possible. • Is willing, participative and responsive in emergency situations.

Success Factors	What success looks like
Safety Always	<ul style="list-style-type: none"> • You and the others you interact with, go home unharmed by choosing safer behaviours • If something goes wrong, you report it immediately • You are adopting the new safety requirements with an open mind set
Efficiency and Reliability	<ul style="list-style-type: none"> • You are ready to do your tasks • Stepping forward to be self sufficient • Set up with the right equipment and organised • You look for ways to get the job done rather than talking about why you can't do it
Customer Focus	<ul style="list-style-type: none"> • Build strong relationships with all customers/clients and employees • Provides a service to our customers that go beyond their expectations • Identify any opportunities that may benefit our customers



Continuous Improvement	<ul style="list-style-type: none">• You make suggestions and identify ways to make things better• Stay involved to make it happen• You bring ideas and contribute to the final decision• Avoid the trap of expecting others to solve your problems• You bring an open mind set to change
Courageous Leadership	<ul style="list-style-type: none">• Your behaviour reflects the Company's vision and values• Lead from the front in health and safety practices• Bring new ideas to develop our business• Assist in providing a culture within PowerNet we can all be proud of

Note: The above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager and may be included in performance review accountabilities.

Incumbent: _____

Date: _____