

Hopi Telecommunications Inc.

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Job Announcement

Position Title: Geographic Information Systems (GIS) Technician
Report To: Central Office Supervisor
Department: Central Office Department
Job Type: Full-time, (Non-exempt) with paid time off, medical insurance and 401K plan.

Closing Dates: Open Until Filled

This position will manage and maintain the company's plant maps and network facilities records.

Responsibilities and Duties:

The ideal candidate will possess a background in Computer Science, Information Technology, and/or Geographic Information Systems (GIS). A strong knowledge of digital cartography and database usage including prior experience using AutoCad, Microstation, ESRI or Mapcom mapping applications is preferred. Requirements include ability to learn and use both new software applications and the basics of telecommunications network design and terminology. Training will be provided. Some field work and travel will be required.

Must be able to work independently as well as work well with others and prioritize multiple projects. Must be detail oriented, analytical, possess excellent communication skills, a professional demeanor and great attitude.

- a. Maintain GIS System and Software
- b. Maintain GIS Data Collection Devices
- c. Create and Maintain GIS Database
- d. Create Unique Identifiers for all locations within the HTI serving area.
- e. Convert data collected from field operations into GIS Database with proper and accurate spatial location.
- f. Design or prepare Graphic representations of GIS Data using GIS Hardware or software applications.
- g. Perform complex drafting work under minimum supervision.
- h. Review existing or incoming data for currency, accuracy, usefulness, quality or completeness of documentation.
- i. Assure consistency with company-wide standards and practices for data conversion, data maintenance and upgrades.

- j. Establish and maintain effective working relationship with those contacted in the course of doing business.
- k. Give continuing and meticulous attention to detail.
- l. Operate company vehicles as required.
- m. Utilize and maintain good and safe driving habits when in the field and working along all motorways.
- n. Attend training and seminars as requested by management.
- o. Perform other duties and responsibilities to fulfill job function as assigned by Central Office Supervisor.

Requirements:

- a. Proficiency with personal computer skills including Microsoft Word, Windows and Excel.
- b. Proficient with CAD basic plan drawing skills (degree preferred but not mandatory).
- c. Ability to use GPS/CAD/Cable Locator field data gathering devices for mapping purposes.
- d. Valid AZ Driver's License.

Interested candidates must submit an application and resume.