



# Job Posting

**POSITION TITLE:** Mapping/GIS Technician  
**POSTING START/END:** 02/22/2023 –Until filled  
**POSITION STATUS:** Non-Exempt  
**SALARY:** DOE

**Anyone interested in the above vacancy should submit a complete application packet to the *Human Resources Manager* accompanied by a letter stating your credentials, and why you consider yourself a good candidate for this position. All applications for this position must be submitted expeditiously as the company desires to fill this position as soon as possible. Only complete application packets will be accepted. On-line application instructions can be found at <https://www.tularosa.net/employment-opportunities/>**

**JOB DESCRIPTION SUMMARY:** Responsible for the development and accuracy of the Tularosa communications mapping system. This position works with related software and programs to create and maintain data and/or maps that can be combined with geographical reference data. Developing professional quality documents, including accurate facilities maps, signs, logs, forms and other technical documents is required.

***ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:***

- Ability to gather and maintain as-built drawings for all cable placement construction projects.
- Maintaining and developing the mapping system using GIS software and related equipment.
- Possess skills to compile geographic data from a variety of sources including censuses, field observations, satellite imagery, aerial photographs and existing maps necessary.
- Prepare all plant drawings utilizing NewNet and AutoCAD Map 3D, and Shapefiles with a minimum amount of supervision. This includes, but is not limited to, the digitizing of work orders, permits, as-built cable sheets and floor plans as representation of new construction and existing facilities.
- Plots signs and banners for internal Company use.
- Coordinates and communicates closely with other departments within the Company in a professional manner.
- Assists facilities assignments and field technicians in a technical GIS capacity.
- Establishes and maintains Geographic Information Systems mapping standards.
- Completes daily work assignments autonomously and with little to no supervision.

**Tularosa Communications is an Equal Opportunity Employer**

- Maintains multiple computer files.
- Operates and maintains GIS system hardware, software, plotter and large format copiers.
- Performs all other related duties as assigned by the Plant Maintenance Supervisor.

***JOB REQUIREMENTS (Knowledge, Skills and Abilities):***

- GIS Certification or one year additional advanced training in computer or GIS coursework and one (1) to three (3) years' job-related experience in AutoCAD or an equivalent combination of experience, knowledge, skills, abilities and other characteristics consistent with required qualifications.
- High School Diploma or equivalent.
- Possess or obtain an AutoCAD Level One Certification within six (6) months of employment.
- Ability to read and understand and interpret complex facility mapping as it relates to telecommunications copper and fiber facilities cable counts.
- Ability to make logical decisions using sound, professional judgement.
- Ability to effectively manager work load, including setting reasonable priorities and meeting deadlines.
- Possess a strong working knowledge of GIS as related to mapping.
- Proficiency of knowledge of current Windows 10, Microsoft Office, AutoCAD Map 3D, Vertigis M4 and ESRI versions.
- Skills necessary to work with spreadsheet, word processing and database computer applications.
- Ability to write routine reports and correspondence.
- Ability to work with little or no supervision.
- Possess a strong commitment to quality customer service.
- Ability to write and speak in a concise, clear and polite manner.
- Possess a valid driver's license.

***Work Environment:*** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The applicant must be able to stand and bend over for extended lengths of time.

***COMMENTS:*** The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties and skills required of employees in the position. Noting in this job description restricts management's right to assign or reassign job duties as required. The job description is not to be construed as a guaranteed contract of employment for a definite period of time.