

JOB ANALYSIS WORKSHEET
FLINT ELECTRIC MEMBERSHIP CORPORATION
P. O. BOX 308, 3 SOUTH MACON STREET
REYNOLDS, GEORGIA 31076

JOB POSTING	EXTERNAL POSTING <i>(Individuals meeting the following requirements are eligible to apply.)</i>
JOB TITLE	GIS Analyst (thru GIS Developer)
JOB LOCATION	900 Highway 96, Warner Robins, Georgia (Moving to 1937 Electric Ave on Highway 41 in Peach County Summer of 2025)
JOB CLASSIFICATION	Inside Job; Non-Exempt
SUPERVISOR	Supervisor of GIS
LAST DATE REVIEWED	April 2025
JOB SUMMARY	Create and manage geodatabases; process work orders and post changes to GIS maps; gathers, analyzes, and integrates spatial data from users and determines how best to display or export; prepares user, operational, and software documentation based upon established policies and workflows; regularly provides guidance and training to less experienced analysts and works with users to ensure needs are met; aids users in creating geographic data sets and reports; identifies appropriate sources of data; determines tools and processes needed to consume or maintain data, which may include building models and creating or modifying scripts; uses validation tools to insure data integrity
EDUCATION / TRAINING	<p>Required:</p> <ul style="list-style-type: none"> High School diploma or equivalent. Must have either A or B listed below: <ul style="list-style-type: none"> A. 2 Year degree in GIS, Information Technology, Computer Science, or equivalent <p>OR</p> <ul style="list-style-type: none"> B. 4 years' GIS experience <i>(experience at an electric utility is preferred)</i>. <p>Preferred:</p> <ul style="list-style-type: none"> Relevant electric utility experience. Experience with ESRI software (ArcMap, ArcCatalog, ArcPro, ArcGIS Enterprise, etc.) Experience with third party utility GIS and mapping software (Milsoft WindMillMap, Partner Software, and AutoCad) ESRI Certification as ArcGIS Desktop Entry or Associate (current version) or completion of Flint Energies' Level I and II training as specified in the GIS Competency and Training Guide to be considered for Senior GIS Analyst or GIS Developer position.
KNOWLEDGE / INTERPERSONAL SKILLS	<p>Required:</p> <ul style="list-style-type: none"> Must be very comfortable working with computers running Windows Operating System. Proficiency with Microsoft Office products, especially Excel Great communication skills, both verbal and written Excellent attitude and enjoys being a team player. Ability to conduct training and write technical documentation. Self-starter with willingness to learn new skills and procedures. Ability to adapt to new software and technology. <p>Preferred:</p> <ul style="list-style-type: none"> Project management skills Experience with any scripting language, especially Python or Lua Experience with relational databases and SQL
WORKING HOURS / ON-CALL DUTY	<ul style="list-style-type: none"> Working hours - Typically 4 – 10 Hour days with 30 minutes for lunch. (Specific schedule to change to meet the needs of the company). Must be able to accept after-hours calls by telephone and be able to work overtime on short notice, including weekends.
OTHER	<ul style="list-style-type: none"> Must live within 60 minutes of Flint's new Service Center located at 1937 Electric Ave on Highway 41 in Peach County approximately ½ mile north of Russell Parkway (32.585878, -83.720310) Must have a valid Georgia driver's license. Must be willing to accept communications of company and security updates notifications by phone.
APPLYING FOR JOB	<ul style="list-style-type: none"> Qualified external applicants may print an application from our website, www.flintenergies.com, or pick up an application from our offices at 98 Carl Vinson Parkway, Warner Robins, GA or 3 South Macon Street, Reynolds, GA. The deadline for external applications is 5:00 p.m., Monday, May 12, 2025. Applications may be dropped off at the locations listed above or emailed to hr@flintemc.com. Contacts: Kathy Parrish 478-847-5143, or Chelsea Payne 478-218-5582.

**FLINT EMC IS AN EOE/AA: MINORITIES / FEMALES / VETERANS / DISABLED
DRUG FREE / SMOKE FREE WORKPLACE**

**PHYSICAL DEMANDS FOR ESSENTIAL FUNCTIONS
GIS DATA ANALYST (thru GIS Developer)**

ALERTNESS & CONCENTRATION	Maintains full alertness and concentration at all times, sometimes in inclement climatic conditions, at night and during emergency storm shifts.
ABILITY TO DEAL WITH STRESS:	Must be able to handle tense situations, resolve complaints and control anger and attitude.
VISION:	<p>Far Visual Acuity: As necessary to drive. Should be able to distinguish potential hazards on poles.</p> <p>Near Visual Acuity: Necessary for operating office equipment. Must be able to clearly see a computer screen, keyboard and read all types of paperwork.</p> <p>Peripheral vision: As necessary for driving.</p> <p>Color Vision: Judges red, green and yellow traffic lights adequately to drive and to distinguish color on graphical maps.</p> <p>Depth Perception: Needed to judge distance when driving.</p> <p>Night vision: Same as above when working at night and in poor light.</p>
HEARING	Hears and comprehends spoken conversation over telephone and in person. Hears adequately to operate 2-way radio if needed.
SPEECH	Speaks loudly and clearly enough to be understood. Speaks clearly when communicating by 2-way radio if needed. Voice must be professional to make presentations as required.
SITTING/STANDING	May sit up to 7 hours in 8-hour day when working at computer, reading manuals or while driving to and from work sites. May stand as needed.
WORKER MOBILITY	Can change positions frequently. Various amounts of walking in the office and occasionally in substations, job sites or in the field where the ground may be uneven.
WALKING	Common distance is ½ to 1 mile. On uneven ground, occasionally one to four miles. Total walking in 8-hour day could be 3 - 4 hours.
LIFTING/CARRYING	Frequently lifts computers and other small items. Occasionally may lift items up to 30lbs.
PUSHING/PULLING	Required to open/close desk drawers and file cabinets and add paper/supplies to copiers and printers as needed.
BENDING	May bend or kneel to retrieve documents from files. Bends when loading materials on/off vehicles.
REACHING/HANDLING	Regular use of hands and wrists when using tools such as hammer, computer, pencil, etc. Grips writing tools for several hours at a time. Uses computer keyboard and mouse most of working hours.
TWISTING	Intermittent. Can be avoided somewhat by taking step in direction of work.
CLIMBING/CRAWLING	Climbs in and out of vehicles occasionally. First step is approximately 12-24 inches from ground.
ENVIRONMENTAL FACTORS	Job is mainly indoors in a heated/air-conditioned building. Occasionally performs a variety of tasks outside with temperatures varying from 32 degrees or below to 90 degrees or above; rarely in rainy, stormy, snowy or icy conditions. Occasionally exposed to noise from construction equipment.
MACHINES/TOOLS/EQUIPMENT	Computer, hand tools, measuring stick, drawing tools, car, pencils, plotter, printers, telephone, paper, etc.
SAFETY EQUIPMENT	Occasional use of hard hat, overshoes, safety glasses and work gloves when in a substation or on job site.
SAFETY LOSS CONTROL PROCEDURES	Must obtain and maintain certification in Mayday, CPR and First Aid procedures as well as Defensive Driving.
DRUG TEST	Required for pre-employment and random thereafter.
PHYSICAL EXAM	Employment entrance exam required.

Requirements are subject to possible modification to reasonably accommodate individuals with disabilities provided it does not pose a direct threat or significant risk to the health and safety of themselves or other employees.