

About Us

Dominion is one of the nation's largest producers and transporters of energy, with a portfolio of approximately 28,200 megawatts of generation, 11,000 miles of natural gas transmission, gathering and storage pipeline and 6,300 miles of electric transmission lines. Dominion operates the nation's largest natural gas storage system with 947 billion cubic feet of storage capacity and serves retail energy customers in 15 states.

Posting Title

Asset Data Maintenance Operator- GIS- Akron, OH

Job #

13546BR

Location

OH – Akron

Job Summary

Dominion East Ohio (DEO) seeks energetic and talented GIS specialists to work as Asset Data Maintenance Operators in Akron, Ohio.

The Asset Data Maintenance Operator:

- 1) Updates Dominion East Ohio's Geographic Information System (GIS) and Compliance systems to reflect physical asset additions, deletions and changes that occur during routine business activities;
- 2) Performs mapping and scanning services for the business, associated with construction as-built updates;
- 3) Performs activities associated with the improvement and maintenance of GIS, Compliance systems and/or Ticket Maintenance System. Views Customer Care System (CCS) data and may perform data entry activities associated with asset data;
- 4) Performs Quality Assurance (QA) activities of departmental work products to validate completeness and accuracy;
- 5) Provides training to less experienced personnel, related to departmental functions and tools;
- 6) Supports ongoing work involving DEO asset data. Assists in the maintenance of the GIS system, compliance systems, and other databases or software products. Responsible for the interpretation of data from original source documents for translation into DEO systems. An example could include interpreting field notes to reflect assets installed or removed during a capital construction project.

Asset Data Maintenance Operators are expected to perform work thoroughly, timely and accurately.

This union-represented position pays \$15.24/hour.

This position #13546 will not provide paid relocation assistance.

Knowledge, Skills & Abilities**Requirements:**

You must meet at least one of the following three (3) requirements in order to

be considered for this position (be sure your resume states how you meet one or more requirements):

- 1) Bachelor's Degree in GIS, Geography, or other discipline that has included instruction in/utilization of GIS (*please clarify this on your resume*); **or**
- 2) Certificate in GIS; **or**
- 3) Previous GIS experience

Regardless of which requirement(s) you meet, you must be able to use the GIS system to include: editors, object control, creating reports, generating maps, etc.

Other requirements (must meet all):

- 1) Experience with Microsoft Word and Excel;
- 2) Ability to analyze data and to perform Quality Assurance (QA) of data;
- 3) Strong verbal and written communication skills;
- 4) Teamwork skills;
- 5) Problem solving skills

Preferred knowledge, skills, abilities and experience:

- 1) Strongly prefer Smallworld GIS knowledge/experience;
- 2) Ability to multi-task;
- 3) Analytical and abstract-thinking skills;
- 4) Ability to process information quickly

Education

Preference: Bachelor's degree in GIS, Geography, or other discipline that has included instruction in/utilization of GIS (*please clarify this on your resume*)

Required: High School diploma or GED

Working Conditions

100% Office work environment

Test Required

A Smallworld GIS test will be administered at the pre-interview stage.

Additional Information

We offer excellent plans and programs for employees. Employees are rewarded with a competitive salary and comprehensive benefits package which may include: health benefits with coverage for families and domestic partners, vacation, retirement plans, paid holidays, tuition reimbursement, and much more.

Dominion is an equal opportunity employer and is committed to a diverse workforce.

You can experience the excitement of our company—it's the difference between taking a job and starting a career.