



POSITION VACANCY NOTICE
CITY OF KETCHIKAN

SPECIFICS

May 18, 2026

TITLE: UTILITY GIS STAKING TECHNICIAN			
DEPARTMENT:	KPU	DIVISION:	Electric
STATUS:	Regular Full-Time	HOURS/DAYS:	Monday – Friday 8:00 am – 4:30 pm
GRADE / STEP:	262 / A	DUTIES:	See attached job description
HOURLY:	\$37.32	UNION STATUS:	YES

SPECIAL REQUIREMENTS:

Equivalent to the completion of the twelfth grade supplemented by a minimum of two years of college level course work in geography, engineering, utilities, or closely related field with emphasis in geographic information systems or a related field.

Experience:
Two years of experience with GIS, GPS and Autocad.

License or Certificate:
Possession of, or ability to obtain, an Alaska driver’s license.
Possession of, or ability to obtain, ATSSA Basic Flagger and Traffic Control Technician Training.
Possession of, or ability to obtain, NWPPA Staking Technician certification.
Possession of, or ability to obtain, a GPS certification.

ADVERTISING REQUIREMENTS

POSITION IS: OPEN UNTIL FILLED
WHERE: Local Only <input type="checkbox"/> Statewide <input type="checkbox"/> Pacific NW <input type="checkbox"/> National <input type="checkbox"/>
PUBLICATIONS: Major sites or publications in specified areas: Ketchikan Daily News; Job Service; City Website

APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:
(907) 228-5631 OR ON-LINE AT
<https://www.ketchikan.gov/jobs>

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

UTILITY GIS STAKING TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction, the Utility GIS Staking Technician performs field staking, and Geographic Information Systems (GIS) data management to support the planning, design, and maintenance of the electrical distribution system. Responsibilities include customer interaction, field data collection, CAD files, project layout and staking and database management. This role supports electric system design, GIS mapping, and infrastructure documentation to enhance operational efficiency and reliability.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists field visits and assessments for new and existing electrical services, evaluating customer service requests and load requirements.
2. Assists design and prepares staking sheets, project sketches, cost estimates, easements, permits, and construction specifications following applicable codes and standards.
3. Coordinates and secures necessary easements and permits, collaborating with property owners, surveyors, and local agencies.
4. Performs field staking for electric utility projects, ensuring accurate placement of poles, lines, and other electrical infrastructure.
5. Assists in the review and development of electric utility construction standards and service policies.
6. Creates and maintains accurate GIS data for the electric distribution system, including GPS field data collection, mapping updates, and system modeling.
7. Uses GIS and AutoCAD software to develop and maintain electric plan drawings, as-built records, and staking sheets.
8. Administers GIS databases and ensures the integrity of electric system data, including transmission and distribution asset inventories.
9. Generates GIS-based reports detailing miles of conductors, pole counts, transformers, meters, and other infrastructure components.
10. Maintains links between GIS, SCADA, Advanced Metering Infrastructure (AMI), and customer service databases.
11. Trains personnel on GIS and staking technologies, ensuring effective utilization of field computers and mapping software.
12. Provides GIS-related technical support to engineers, contractors, developers, and the public.

13. Assists in the conversion of legacy schematics, field notes, into CAD files.
14. Monitors trends in GIS technology and recommends system improvements or updates as needed.
15. Performs traffic control duties as needed.
16. Attends professional meetings and stays informed of trends and advancements in staking and GIS technology.
17. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles related to electrical distribution systems.

National Electric Code (NEC), National Electric Safety Code (NESC), and local construction standards for overhead and underground utility infrastructure.

Operations, services, and applications of Geographic Information Systems (GIS) in an electric utility environment.

Use and capabilities of GIS, GPS, and AutoCAD software.

Database administration, SQL programming, and data integrity best practices.

Field data collection techniques, GPS technology, and survey principles.

Office procedures, methods, and computer applications including word processing, spreadsheets, and databases.

Methods and techniques of conducting and analyzing research.

Principles and practices of customer service.

Relevant federal, state, and local laws, codes, and regulations.

Ability to:

Perform accurate field staking.

Use GIS, GPS, and AutoCAD tools for mapping and data management.

Analyze, interpret, and update GIS data related to the electric distribution system.

Communicate effectively with engineers, contractors, government agencies, and the public.

Create and maintain accurate GIS databases and generate reports.

Operate standard office equipment, including computers and specialized GIS software.

Work independently and manage multiple tasks under tight deadlines.

Provide training and support to internal staff on GIS and staking technologies.

Interpret and apply technical information related to electrical engineering and GIS.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

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Experience:

Two years of experience with GIS, GPS and Autocad.

License or Certificate:

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both a standard office setting and in the field to collect data; exposure to outside weather conditions. Frequent contact with the general public; local, state and federal agencies; and private consulting and contracting firms.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 262

Union: Yes/KPU

FLSA: Non-Exempt

Date Approved: February 2026

Human Resources Manager Approval

City Manager Approval