



**LOUDON UTILITY BOARD**  
**2480 Highway 72 N**  
**Loudon, Tennessee 37774**

Loudon Utility Board is seeking to hire a **Geographic Information Systems (GIS) Coordinator** for the Gas, Water, Sewer Department. This position reports to the Professional Engineer and will utilize GIS technology for utility and City planning, asset management, and mapping, and Computer-Aided Design (CAD) for utility and construction projects.

In this position, you will be responsible for managing and maintaining GIS data, performing spatial analysis, designing and updating maps, and using GPS equipment to collect field data. You will also work with AutoCAD for drafting in-house utility and construction projects and support the production of technical drawings and plans

Duties include:

- Support the integration of GIS and CAD data for cross-functional systems, ensuring consistency and smooth data flow.
- Collaborate with departments to integrate GIS into various operational workflows, including Work Asset Management Systems (WAMS).
- Prepare interactive maps and visual aids for use by the Utility.
- Assist in creating and updating engineering standards and specifications for public projects.
- Perform quality control and data validation for to ensure data integrity.
- Provide technical support and troubleshooting for GIS and CAD software.
- Review and verify engineering drawings, designs, and specifications to ensure accuracy and constructability.
- Maintain accurate and organized CAD records and documentation
- Regularly update GIS and CAD data on the Utility's website for public access and departmental use.
- Collaborate with internal teams, external agencies, and stakeholders to enhance GIS and CAD capabilities.
- Update and maintain the Utility's water and sewer models.
- Understand that the duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Requirements: The ideal candidate will possess a Bachelor's degree in Geographic Information Systems, Geography, Civil Engineering, Computer Science, or a related field. Certification in GIS (Esri ArcGIS or similar) is a plus. A minimum of 3 years of professional experience working with GIS software (ArcGIS Pro, ArcMap, ArcGIS Online) and CAD drafting tools (AutoCAD, Revit) and familiarity with geospatial data formats (e.g., KML, CSV, Shapefile, GeoJSON) and GIS databases, and experience in field data collection using GPS technology and mobile GIS applications is required. Strong analytical and problem-solving skills with a keen attention to detail and ability to interpret engineering designs, blueprints, and project specifications is required. Excellent written and verbal communication skills and the ability to work independently as well as part of a collaborative team is required.

Qualified individuals may send resumes (in Word format) to:

[Jobs@loudonutilities.org](mailto:Jobs@loudonutilities.org)

Resumes will be accepted until the position is filled