

## Mapping Information Specialist

Map it, track it, keep the lights on! If you've got a sharp eye for detail, a love for digital maps, and a knack for keeping things organized, FMEC wants you on our Operations Team! We're looking for a Mapping Information Specialist who is tech-savvy, detail-oriented, and ready to jump into the action.

The position supports Operations through maintenance of the cooperative's digital mapping system, outage system records and general office assistance. The role is responsible for updating and maintaining the digital mapping systems as necessary to stay current with work plan projects while continually seeking new ways to better utilize the system. Additional responsibilities include work related to the Cooperative Response Center (CRC) Link and National Information Solutions Cooperative (NISC) Outage System, monitoring two-way radio, outage dispatching and one call tickets. Duties will also include initiating street or security light, outage and miscellaneous service orders.

A high school diploma or equivalent is required. The successful candidate will possess a high degree of customer service skills, experience with Microsoft Office software and concise oral and written communication skills. Working knowledge of Environmental Systems Research Institute (ESRI) mapping system is preferred.

This is a non-union, non-exempt, full-time position. The starting pay range is \$27-34/hour.

Benefit offerings include:

- Paid vacation and sick leave
- 8 holidays each year
- Medical, prescription drug, dental, life insurance and long-term disability plans
- Retirement plan
- Health Savings Account and tax-free expense account for dependent care
- Resources that provide support and promote physical, emotional, social and financial well-being

Interested applicants are encouraged to complete the application available on this page and submit it, along with a current résumé.

Freeborn Mower Electric Cooperative  
Attn: Human Resources  
PO Box 611, Albert Lea, MN 56007

**DEADLINE: End of business on Monday, June 23, 2025.**

*Freeborn Mower Electric Cooperative is an equal opportunity provider and employer.*

## Objectives

Freeborn Mower Electric Cooperative is dedicated to providing exceptional service and support to our members. We are a dynamic and innovative cooperative that values teamwork, integrity and excellence.

As a Mapping Information Specialist, you will support Operations through maintenance of the cooperative's digital mapping system, outage system records and general office assistance.

This position reports to GIS Services Supervisor and is overseen by the Director of Operations and Engineering.

## Responsibilities

These examples illustrate the various types of work performed in this position. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment to the position.

- Digital Mapping System
  - Update and maintain digital mapping system information as necessary to stay current with work plan projects.
  - Seek new ways to better utilize the digital mapping system.
- Outage System
  - Keep outage history information current.
  - Keep information current to CRC Link off the NISC CIS system and the tie between CRC and NISC outage.
  - Ensure the necessary FMEC employees are familiar with the operation of the most current NISC Outage System.
- Operations Office Support
  - Assist Operations with day-to-day office tasks including but not limited to monitoring of two-way radio, phone calls, outage dispatching and one call tickets.
  - Initiate Street or Security Light, Outage and Miscellaneous Service Orders.
- Miscellaneous
  - Attend meetings, workshops or seminars when requested to do so. Some travel may be required. This position may require work outside of normal business work hours.
  - Be punctual, arrive at work and work efficiently.
  - Abide by and stay up to date with the Cooperative's Safety and Operating Procedures and adhere to Board approved policies.
  - Participate in special committees when requested to ensure employees can provide their perspective on relevant issues.
  - Collaborate with other departments to address members' needs and improve service quality.

- Maintains the confidentiality of all cooperative members, employees, and vendor information, data, and documents.
- Additional tasks may be assigned based on your knowledge, skills, and abilities, or for which you have received training.

## **Position Requirements**

### **Education**

This position requires a high school diploma or equivalent.

### **Abilities and Skills**

- Proficiency in Microsoft Office (Word, Excel) is required, with working knowledge of ESRI mapping system, along with the ability to quickly learn other software programs as needed.
- High degree of customer service skills.
- Concise oral and written communication abilities.
- Must have the ability to work in a fast-paced environment.
- Must have a valid driver's license and an acceptable driving record.

### **Physical Characteristics**

Must be able to perform the essential functions of this position with or without reasonable accommodation and must present a neat, businesslike appearance.

### **FLSA Status**

This is a non-union position and is non-exempt under the FLSA Labor Standards Act. Daily timesheets will be maintained.

This is a full-time position, requiring 40 hours per week.

## Physical Demands

### Activity - Percentage of Time

Bending	0	10	<b>20</b>	30	40	50	60	70	80	90	100
Squatting	0	<b>10</b>	20	30	40	50	60	70	80	90	100
Crouching	0	<b>10</b>	20	30	40	50	60	70	80	90	100
Pushing/Pulling	0	<b>10</b>	20	30	40	50	60	70	80	90	100
Reaching above shoulder level	0	<b>10</b>	20	30	40	50	60	70	80	90	100
Sitting	0	10	20	30	40	50	60	70	<b>80</b>	90	100
Standing	0	10	20	30	<b>40</b>	50	60	70	80	90	100
Twisting	0	<b>10</b>	20	30	40	50	60	70	80	90	100
Walking	0	10	20	30	40	<b>50</b>	60	70	80	90	100

### Must Be Able To - Percentage of Time

Reach Overhead	0	<b>10</b>	20	30	40	50	60	70	80	90	100
Consistently move on your feet	0	10	20	30	40	<b>50</b>	60	70	80	90	100
Wear PPE	0	<b>10</b>	20	30	40	50	60	70	80	90	100
Climb Ladders	0	<b>10</b>	20	30	40	50	60	70	80	90	100
Lifting in Awkward Positions	0	<b>10</b>	20	30	40	50	60	70	80	90	100

### Lifting

#### From Floor

#### From Waist

#### Overhead

Up to 10 lbs.	Frequently	Frequently	Occasionally
11 - 24 lbs.	Occasionally	Occasionally	Rarely
25 - 34 lbs.	Rarely	Rarely	Rarely
35 - 50 lbs.	Rarely	Rarely	Rarely
51 - 75 lbs.	Rarely	Rarely	Rarely

### Carrying

#### Distance

#### Hours/Day

Up to 10 lbs.	150 ft	1	Frequently
11 - 24 lbs.	100 ft	1	Occasionally
25 - 34 lbs.	10 ft	0.25	Rarely
35 - 50 lbs.	10 ft	0.25	Rarely
51 - 75 lbs.	10 ft	0.25	Rarely

### Pushing/Pulling

#### Distance

#### Hours/Day

Up to 10 lbs.	50 ft	1	Occasionally
11 - 24 lbs.	50 ft	1	Occasionally
25 - 34 lbs.	10 ft	0.25	Rarely
35 - 50 lbs.	10 ft	0.25	Rarely
51 - 75 lbs.	10 ft	0.25	Rarely

### Simple Grasping

Right Hand	Yes
Left Hand	Yes

**Firm Grasping**

Right Hand	Yes
Left Hand	Yes

**Pushing/Pulling**

Right Hand	Yes
Left Hand	Yes

**Fine Manipulation**

Right Hand	Yes
Left Hand	Yes

**Repetitive Movements**

Right Hand	Yes
Left Hand	Yes
Right Foot	No
Left Foot	No

**Work Environment**

Outside	Rarely
Inside	Frequently
Air Conditioned	Frequently
Smoke-Free Area	Frequently
Fumes	Rarely
Ground Level	Frequently
Use of Stairs	Rarely
Work in dusty conditions	Rarely
Work with computers	Frequently
Work with other persons	Frequently
Work with member	Frequently