POSITION DESCRIPTION
GIS INTERN, INTERCONNECTION PROJECTS

REPORTS TO: Manager, Interconnection Projects

Manager, Interconnection Projects

DIVISION: System Planning SHIFT: Day
LOCATION: Norristown, PA SALARY LEVEL
PREPARED BY: A. Elmy/S. Hinz STATUS:
APPROVED BY: HR DATE: November 26, 2012
JOB CODE:

GENERAL POSITION SUMMARY:
Works with the Interconnection Projects GIS team in the development, modification, and checking of GIS database regarding the interconnection of new generation, merchant transmission, and baseline transmission projects to the PJM system to ensure the long-term reliability and adequacy of the PJM system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

• Assist with GIS related activities including accuracy verification
• Proactively work with other members of the Interconnection Projects GIS Team to help coordinate requirements from other areas of Planning.
• Perform other duties as requested in support of the Interconnection Projects department.
• Data QA/QC

COMPETENCIES:

Integrity
Behaving in an open, honest, trustful manner by upholding a high standard of fairness and ethics both professionally and personally.

(Actions exhibiting this competency include but are not limited to: confidentiality, follow through on commitments set forth, behaving professionally at all times without disparaging comments or actions)

Communication/ Interpersonal Communication
Freely exchanging information, thoughts, and insights while communicating clearly, effectively and in a timely manner with people inside and outside of the organization.

(Actions exhibiting this competency include but are but not limited to: listening with an open mind and active ear, able to solicit and receive feedback with productive results while requesting assistance when needed without concern)
Accountability in Planning & Organizing Work
Behaving responsibly while effectively organizing and planning work efforts according to the organizational needs of the company and being ready to change tasks and priorities without incident or challenge.

(Actions exhibiting this competency include but are not limited to: performing and completing tasks on time, managing the required resources to complete assigned as well as unassigned work, admitting and taking ownership for mistakes)

Respecting Diversity
Treating others with high regard and with courtesy at all times while working towards a common goal.

(Actions exhibiting this competency include but are not limited to: showing politeness and concern for others, recognizing difference and accepting the difference as opportunity to learn and develop, acknowledging others contributions while providing all with equitable treatment.)

Excellence in Quality and Results
(Sub competency – Quality)
Striving to achieve exceptional performance while maintaining a high level of commitment to completing tasks with accuracy, efficiency and quality.

(Actions exhibiting this competency include but are not limited to: quality delivery of work in a timely manner, accepting change and the risk associated with it, helping team members to achieve the best at all times while taking pride in your own work product)

Teamwork & Collaboration
Striving to work, partner and join forces with others toward a common goal or effort

(Actions exhibiting this competency include but are not limited to: working in teams with ease and understanding, helping other team members in the pursuit of a common goal or deliverable, managing concerns before it is a concern and sharing information with team members relative to the concern)

Functional Acumen
Having the requisite knowledge, skills and abilities necessary to be effective in the specific functional content of a job.

CHARACTERISTICS AND QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Required:

- Excellent oral and written communication skills.
- Strong analytical skills.
- Attention to detail.
- Proficient with ESRI’s ArcGIS suite
- GIS related course work completed – 2 or 3 years completed