



Job Title:	Geographic Information System (GIS) Analyst
Reports to:	Director, EHST & DOT Compliance
Status:	Regular, Full-Time, Exempt
Location:	Edmond, OK
Travel:	0-10%
Compensation:	
Benefits:	Company 401(k), health, life, disability and dental insurance coverage.

Job Summary:

The GIS Administrator is responsible for maintaining and upgrading enterprise GIS software, geodatabases, services and web applications for the organization. The Administrator will also coordinate with internal resources and GIS technical support to keep the infrastructure updated, scaled according to capacity needs and performing optimally. The Administrator prepares monthly reports documenting the GIS system health, project status, and support issues as well as provide break-fix support for GIS software through our Help Desk system and provide employee training and workshops for general desktop GIS skills. The Administrator will work with IT and GIS system users to solve complex, advanced issues. This role will work with a contracted web development team and GIS leaders to advance ARB Midstream's use of GIS field data collection, system implementation and incorporate mobile applications. Works with IT Management and Director of Environmental and Compliance to develop and implement GIS systems and strategies to achieve business objectives.

Primary Duties & Responsibilities:

- Serves as the GIS point of contact for assigned operational region(s).
- Serves as Subject Matter Expert (SME) for GIS System topics.
- Design, develop and implement a companywide GIS System.
- Process and load pipeline data into system, including engineered maps, engineering records (cradle-to-grave), landowner's information along pipeline right-of-way (ROW), identification of DOT regulated and non-regulated pipeline segments, integrity inspection record data, patrol reports, inline inspections (ILI's), close interval surveys (CIS), annual surveys, depth of cover information, State One Call data and pipeline maintenance and inspection records.
- Identify pipeline segments within High Consequence Areas (HCA's) and Unusually Sensitive Areas (USA's) and prepare annual DOT/PHMSA required reports and map updates.
- Implement a Management of Change (MOC) notification system within GIS.
- Develops effective GIS System protocols for projects.
- Conducts additional GIS System analysis as needed.
- Other related duties, as assigned.



Required Knowledge, Skills & Abilities:

- Bachelor's Degree from an accredited four (4) year college or university in GIS, Geography, Computer Science or similar discipline, or equivalent experience is preferred.
- Minimum of 2 or more years of experience in one or a combination of the following: 1) GIS data entry, 2) GIS operations/maintenance, 3) pipeline operations, 4) Pipeline Open Data Standard (PODS) system operations.
- Oil & gas or energy knowledge is preferred.
- The ability to communicate effectively orally and in writing in English with co-workers, supervisors, internal and external customers.
- The ability to respond and react quickly in environmental emergencies.
- The ability to adapt and respond in changing circumstances.
- Excellent proficiency using entire MS Office and 365 suite of tools, specifically MS Outlook, Access, PowerPoint, Word, and Excel.
- Ability to travel to project locations, vendor sites or other ARB terminals and offices.
- Solid organizational skills including attention to detail and multi-tasking skills.
- Ability to manage multiple tasks at one time, effective time management skills.
- Ability to accomplish tasks timely with minimal supervision and exercise independent judgment when required.
- Ability to anticipate issues and solve practical problems.
- Highly adaptable to changing needs within the organizations- adapts to rapidly changing priorities and resilient to cope with conflicting demands, able to prioritize duties and work under pressure.
- Ability to work in a role as an interdisciplinary team member.

Other Duties

Note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Physical Demands:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This role requires the ability to regularly drive/ride in vehicles over rough roads and to wear protective clothing and install/don safety equipment.

About ARB Midstream:

ARB Midstream is an independent, growth-oriented company, providing complete midstream and marketing solutions for crude oil, LPGs and refined products. ARB leverages the unique knowledge and depth of experience of its personnel to develop midstream assets that resolve infrastructure bottlenecks in the most profitable North American oil plays.