



Public Lighting Authority of Detroit
invites applications for the position of:

Operations Assistant

SALARY:	\$50,000 - \$54,500
OPENING DATE:	11/1/24
CLOSING DATE:	Until filled
DESCRIPTION:	Operations Assistant

This position reports to the General Manager of Operations. Plans, organizes, coordinates, and participates in the development and maintenance of the PLA's geographic information system (GIS); participates in the long-term development and enhancement of GIS information technology to meet PLA mapping and end user service objectives; assists in project management and administrative tasks for the streetlighting maintenance operation. Shall perform all other duties as required by the General Manager.

EXAMPLES OF DUTIES:

- Assist in the day-to-day operations such as assigning work to contractors, reviewing surveys, monitoring trends with asset management system.
- Assists General Manager with permitting and requests from third parties
- Interacts with and assists all PLA contractors and consultants who access to the asset management system and its data. Keep track of all data received from contractors and consultants and maintains all as-built data.
- Prepares, plans, produces, maintains and updates a variety of maps, drawings, plans and other graphic representations displaying layers and attribute data from databases, using cartographic techniques to represent spatial data; develops and maintains data layers, performs detailed spatial analysis; manipulates images for electronic mapping; enters attribute data pertaining to specific features into a relational database; incorporates maps, charts, data files, spreadsheet data, documentation and text into reports.
- Assist in the development of web-based interactive maps for use on the PLA's website, Cityworks and ArcGIS Online.
- Able to edit and manipulate large datasets.
- Updates GIS from contractor's light installations and documentation on Cityworks.
- Promotes teamwork and communication to encourage an interactive, cooperative, collaborative and customer focused work environment among PLA and City staff and external customers.

DESIRED SKILLS AND ABILITIES:

- Must be able to communicate effectively both verbally and in writing



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- Knowledge in ESRI ArcMap, ArcPro, Portal, Enterprise, Arc Online, AutoCAD, Microsoft Office and other packages used by the Authority
- Knowledge in Asset Management software, knowledge of Trimble Cityworks is a plus
- Understanding of construction and design drawings
- Detail oriented is a plus
- Critical thinking is a plus

DESIRED EDUCATION/EXPERIENCE:

- Bachelors' Degree with emphasis in GIS, computer science, Architecture, Engineering, Planning, or closely related field and/or equivalent professional experience
- 6 Months usage of GIS software or asset management software preferred, but not required

PHYSICAL DEMANDS:

- Minimal. Sedentary

CERTIFICATES AND LICENSES REQUIRED:

- Valid Driver's License

PLEASE SEND RESUME AND COVER LETTER TO:

**Marie A. Brown, Chief Administrative
Officer Public Lighting Authority
mbrown@pladetroit.org**