

**The East Rio Hondo Water Supply Corporation**  
is seeking 1 qualified individual for the following full-time position:

**GIS /ASSET MANAGEMENT SPECIALIST**

Pay Type: Hourly  
Department: Administrative  
Hourly Rate: \$21.00-\$24.00

**Job Summary:**

This position's primary function is the for implementing utilization of asset management program for ERHWSC. The hourly rate will be \$21.00-\$24.00 per hour, which will be determined by qualifications and experience.

**Essential Functions:**

- Continually review industry software options, provide recommended modifications and solutions, and assist in initial and continuous implementation of software infrastructure for a detailed system-wide asset management (AM), geographic information systems (GIS), computerized maintenance management system (CMMS), and work order (WO) system for ERHWSC.
- Provide technical assistance and training to staff on AM, GIS, CMMS, WO tools and map usage.
- Understand metes & bounds, legal property descriptions, and locate same in field.
- Conduct quality assurance checks of software data noted above to verify spatial and attribute data accuracy.
- Communicate with other ERHWSC departments regarding mapping updates, AM, CMMS, WO, and data exchange.
- Maintain and organize GIS datasets, metadata, and documentation.
- Assist with special GIS projects, data analysis, and research as assigned.
- Respond to mapping and data requests in a timely and professional manner.
- Accurately enter, update, and verify GIS-related data in ERHWSC Asset Management System with strong attention to detail and consistency.
- Must be able to meet deadlines in a timely and efficient manner while managing multiple tasks.
- Strong organizational skills are required to maintain accurate records, files, and project workflows.
- Receive & review subdivision/development applications.
- Make recommendations to management regarding subdivision/development construction.
- Review proposed construction plans for subdivisions/developments.
- Keep track of log hours and send correspondence to Subdividers, Developers, and/or Engineers as needed.
- Coordinate with Developers, Subdividers, and/or their Project Engineers to keep subdivisions/developments moving forward efficiently.
- Assist Administrative Services Manager and General Manager with invoicing, purchase orders, etc., as requested.
- Write letters to outside agencies, applicants, members, and others as required in a concise, substantive, and grammatically correct manner.
- Provide efficient and courteous customer service in all customer interactions.
- Communicate issues of Corporation Tariff or regulatory enforcement with Administrative Staff and members as necessary and as directed by Administrative Services Manager or General Manager.
- Adheres to all safety policies and procedures, good housekeeping, other assigned duties and follow all safety regulations.
- Must be able to understand and follow oral and written instructions.
- Perform other duties as assigned to support the overall functioning of ERHWSC.

**Minimum Qualifications:**

High School Diploma, GED or vocational school certification from an accrediting agency recognized by the United States Department of Education, preferably including some course work in mathematics; or any equivalent combination of education and experience.

*“This institution is an equal opportunity provider and employer”*

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**Computer Skills:**

Knowledge of Microsoft Office programs, Adobe, internet, email and considerable knowledge of GIS software such as ESRI ArcGIS Pro, ArcMap, or AutoCAD is required. Must be capable of operating mobile phone with camera, video, texting, email, and voicemail.

**Licenses & Certifications:**

A valid Driver's License is required and must be insurable by Corporation's insurance underwriter.

**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. Must be able to carry loads of up to 20 lbs. Must be able to withstand prolonged periods of sitting and the repetitive motions required in handling standard office equipment. Tasks involve bending, lifting, walking, carrying or using a force equal to lifting 20 lbs may also be assigned on occasion.

**Benefits:**

***Benefits include: health insurance, paid vacation & holidays, retirement plan, and life insurance.***

Interested persons for this position should complete a job application. You may complete an electronic job application on our web page at [www.erhwsc.com/employment](http://www.erhwsc.com/employment) . Applications will be accepted until the position is filled. Please call Administrative Services Manager, Amanda M. Sanchez at (956) 748-3633 for more information and/or to receive a paper application form.

APPLY IN PERSON TO:  
ERHWSC Main Office  
206 Industrial Parkway, Rio Hondo, Texas

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