**JOB DESCRIPTION**

GIS Specialist

**Advertise Name:** GIS Specialist

**Location:** Any office

Kaskaskia Engineering Group, LLC is searching for an experienced GIS Specialist with at least 5 years of experience in the civil and environmental engineering industry. This position would report to the Principal of Planning and Environmental Services and regularly assist staff throughout the company conduct analysis and prepare figures in GIS applications.

**Requirements**

* Bachelor’s degree in GIS, Geography, Computer Science, or other related field
* Minimum of 5 years of experience as a GIS Analyst, or similar position
* Technical experience in design, development, utilization, and implementation of GIS software
* Proficient in ArcPro and familiar with ArcGIS 3D Analyst and ArcGIS Spatial Analyst
* Proficient in using GIS technology for data collection, analysis, and mapping
* Capable of using spreadsheet, word processing, and standard office software
* Extensive knowledge and experience working with and transferring data back and forth between various operating systems, including but not limited to MicroStation/Openroads and AutoCAD Civil3D drafting
* Must possess a valid driver's license
* Project management and team management experience is preferred
* Must be able to travel to project sites as needed and work outside on a wide range of terrains for data collection
* Adherence to KEG processes and procedures for project implementation, tracking, invoicing, and other various administrative guidelines

**Responsibilities**

* Perform geospatial modeling and spatial analysis
* Standardize geographic data
* Build, update, and maintain database, GIS software, and hardware
* Assist with developing scopes, schedules, and budgets for assigned projects
* Prepare technical memoranda, reports, and electronic deliverables
* Design, develop, and implement systems and database to access and store geospatial data
* Provide assessments and recommendations in support of engineering, environmental science, and construction projects
* Data collection, analysis, and documentation
* Work with various internal and external partners to facilitate orderly execution of projects
* Coordinate and attend marketing meetings, conferences, and industry events to maintain and/or grow professional and teaming relationships
* Perform all work in a safe manner and with equitable treatment towards all

**Benefits & Flexibility**

* Flex time throughout the week. We are not an “8 to 5” company. Our work can be completed from our offices or (through the use of advanced technology) from the comfort of your own home. Our employees enjoy the ease and many benefits of our flexible work arrangements.
* Competitive salary and compensation structure
* Employer-matching retirement contribution
* Employer-paid health insurance
* Employer-paid life insurance
* Dental insurance
* Paid holidays and generous vacation package
* Parental Leave
* Gym Membership
* Pet Insurance
* Additional banked hours program for accrued overtime
* Friendly, inclusive, supportive environment for both personal and professional growth
* Pet-friendly office environment

**Diversity & Inclusion Statement**

At KEG, we do not just accept difference - we embrace it, we champion it, and we thrive on it for the benefit of our team, our clients, and the service we provide. We are proud to be an equal opportunity workplace and are committed to building a team that proudly represents a variety of backgrounds, perspectives, and skillsets.

**About Us**

KEG is a 100% woman-owned and managed engineering and contracting firm that was founded in 2006. From the beginning, we have recruited highly skilled employees from a variety of public and private sector backgrounds. This has allowed us to quickly amass an impressive portfolio of federal, state, county, and private project experience. Our main office is located in downtown Belleville, Illinois, with branch offices in Geneva, Peoria, Champaign, Macomb, and Glen Carbon, Illinois, as well as Ste. Genevieve, Missouri, Evansville, Indiana, and St. Paul, Minnesota. The diversity of our in-house services affords us the ability to understand more than just how to complete a project. It allows us to view projects with a holistic approach – considering all phases of projects, as well as environmental, client, and stakeholder needs.

KEG’s purpose is to make the world a better place through the practice of engineering. Through partnerships with our clients and regulatory agencies, we plan, design, and build projects that enhance communities, spur economic development, and respect the environment. We practice gratitude for our blessings by giving back to our communities through service projects and active participation in community organizations. It is this diversity and commitment to public service that separates us from most other engineering firms.