

Job Title: GIS Supervisor**Job Status:** Full-Time**Department:** Data Strategy**Job Grade:** T607**Reports To:** Data Strategy Manager**Work Setting:** On-Site**Pay Status:** Exempt**Date Created/Updated:** 1/5/2026**Location:** Service Center

Position Summary

The GIS Supervisor is responsible for the health, integrity, and long-range planning of NBU's Geographic Information System (GIS), which manages the electric, water, wastewater, and fiber optic utilities infrastructure network for New Braunfels. The intent of this job description is to provide a representative summary of the major duties and responsibilities; it is not all-inclusive and all duties may not be required of the position.

Essential Duties & Responsibilities

DEVELOPMENT OF LONG/SHORT TERM STRATEGIES

- Maintain a comprehensive, current knowledge of applicable laws/regulations regarding GIS data and dissemination
- Maintain an elevated level of technical skills and knowledge to maintain proficiency in the latest technologies in GIS
- Develop process flows that ensure consistent, high quality work products
- Plan and develop Internet, database, desktop and mobile strategies to improve GIS across the enterprise of NBU
- Ensure data and information access for external and internal customers is efficient and user-friendly
- Review and recommend GIS hardware and software solutions
- Establish quality assurance and quality control procedures along with documentation for the GIS Division
- Create and execute strategic plan for enterprise GIS
- Design and implement the enterprise GIS architecture and data strategies

GOVERNANCE, DEVELOPMENT AND IMPLEMENTATION OF GIS

- Safeguard and maintain the integrity of NBU's utility networks
- Evaluate and determine computer software needs and version upgrades and migrations
- Oversee the design and maintenance of NBU's geodatabases
- Direct the design, development, and quality assurance of GIS software systems and applications
- Develop expertise with NBU organizations' use of data and how it supports their programs and business processes
- Ability to complete analysis, produce maps and reports, and provide recommendations based on GIS and related data
- Track productivity and backlog of the group
- Implement GIS related training and develop technical documentation as required
- Implement quality assurance/quality control procedures including geographical data management policies and guidelines, standards and metadata documentation
- Embrace and adhere to best practices for database architecture, security, and maintenance

MENTORING GIS TEAM

- Promote open communication with GIS team
- Represent the GIS team on all related projects within NBU and external agencies
- Consult with team to execute current and future projects
- Assist team with complex scenarios and provide technical expertise as needed
- Mentor and coach junior team members as necessary
- Advocate training and certification for team and work on professional development plans for team

CONFIGURE AND/OR PROGRAM TECHNICAL ENHANCEMENTS

- Develop methodologies to automate complex GIS procedures to increase efficiencies and the overall effectiveness of the GIS program
- Provide GIS users with simple yet effective means to access information, answer questions, generate work products, and support decision making
- Track and maintain integrations to and from GIS system
- Evaluate and make recommendations for GIS standards, policies, and practices
- Implement GIS related training and develop technical documentation as required
- Prepare formal GIS policies and internal procedures for change management

GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines
- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site and vehicle as applicable
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values of Stewardship, Team, Integrity, Culture, and Safety

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelors

Environmental, or other related field

Work Experience Time Frame: Five Years or More

Other: Click or tap here to enter text.

Field of Study: Geography, Computer Science,

Certification and Licensures Requirements

GISP Certification Preferred

Other Minimum Qualifications

- Requires extensive experience with ArcGIS Desktop
- Experience with Windows Desktop and Server Operating Systems
- Experience with ArcGIS Online, ArcGIS Server, and ArcGIS in a mobile environment required
- Experience with ArcGIS Pro, Field Maps, Experience Builder, ESRI Utility Network
- Experience with SQL Server and Geodatabase Tuning strongly preferred
- Requires some knowledge of Python, modelbuilder, and scheduled tasks
- Experience with .Net, VBA, C# a plus
- Experience with ArcFM a plus

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
AutoCAD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Software Knowledge

ArcGIS suite of software 10.8.1 or higher, Schneider ArcFM, ArcGIS Online, Microsoft SQL Server 2016 or higher, SQL Server Management Studio, CityWorks, MS Excel and Access

Experience with Machines, Tools, Equipment and Other Work Aids

Click or tap here to enter text.

Physical Demands

Standing: Occasionally

- Making Presentations
- Observing Work Sites
- Observing Work Duties
- Communication with Co-Workers

Sitting: Constantly

- Desk Work
- Meetings
- Driving

Reaching: Rarely

- For Supplies
- For Files

Handling: Occasionally

- Paperwork
- Monies

Kneeling: Never

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Never

- File Drawers
- Equipment
- Table and Chairs
- Hose

Climbing: Rarely

Fine Dexterity: Frequently

- Computer Keyboard
- Telephone Keypad

Calculator

- Calibrating Equipment

Walking: Occasionally

- To Other Departments/Office/Office Equipment
- Around Worksite

Lifting: Rarely

- Supplies
- Equipment
- Files

Carrying: Rarely

- Supplies
- Equipment
- Files

- Stairs
- Ladder
- Step Stool
- Onto Equipment

Vision: Constantly

- Reading
- Computer Screen
- Driving
- Observing Worksite

Foot Controls: Rarely

- Driving
- Operating Heavy Equipment
- Dictaphone

Balancing: Never

- On Ladder
- On Equipment
- On Step Stool

Bending: Rarely

Filing in Lower Drawers

Other: Computer, Tablet and Mobile Platforms, Large Format Plotters, Laser Printer, Fax Machine, Scanner, Large Format Scanners, GPS equipment

- Retrieving Items from Lower Shelves/Ground
- Making Repairs

Crouching: Rarely

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

Crawling: Never

- Under Equipment
- Inside Attics/Pipes/Ditches

Hearing: Frequently

- Communication Via Telephone/Radio/To Co-Workers/Public
- Listening to Equipment

Twisting: Occasionally

- From Computer to Telephone
- Getting Inside Vehicle

Talking: Frequently

Communication Via Telephone/Radio/To-Co-Workers/Public

Environmental Factors

Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
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Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Click or tap here to enter text.

Overall Strength Demands

- Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

Never	Rarely	Occasionally	Frequently	Constantly
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Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date