



JOB DESCRIPTION

Job Title:	Co-Op GIS Technician	Affiliation:	CUPE Local 374
Supervisor:	Head of Geographic Services	Hours:	35 hours per week
Status:	Co-Op Term	Salary:	\$26.79 (plus 15% in lieu)
Position #:	3012	Competition #:	2024-017

Position Summary

Reporting to the Head of Geographic Services, the Co-Op GIS Technician will have the opportunity to support important municipal initiatives and learn practical GIS skills.

Initiative examples include updating the GIS asset inventory, reviewing and conducting field inspections, and using ESRI FieldMaps to capture Parks and Engineering Assets. This work requires a solid foundation in GIS theory and ArcGIS desktop software (ArcGIS Pro, ArcMap), strong problem-solving skills and attention to detail. This is a challenging and rewarding position where mentoring is offered while learning, collaboration, and innovation are encouraged.

Nature and Scope of Work

- Digitization of municipal assets including trees, parks assets, stormwater infrastructure, signs, etc.
- Review and interpret geographical data from various sources such as aerial photos, surveys, inspections, engineering drawings, and fieldwork.
- Checking data accuracy and ensuring that Geodatabases are up to date and reliable.
- Perform required duties through use of municipal Asset Management Software.
- Creating maps and visualizations using ArcGIS desktop software to display spatial data effectively.
- Performing selections and queries to calculate statistics related to municipal assets.
- Conduct field surveys and inspections through ESRI FieldMaps and Survey123.
- Assisting GIS team in various tasks related to specific projects and processes. This may involve mapping support, running reports, or conducting research.
- Documenting procedures, workflows, and data sources to ensure consistency and reproducibility of GIS analyses and projects.
- Perform other related duties as required.

Knowledge, Skills, and Abilities Requirements

- Efficiently work with limited direction, establish effective relationships with officials, and serve the public effectively while maintaining confidentiality.
- Plan, organize, and prioritize tasks effectively to meet deadlines.
- Interpret and present information and gather and analyze data.
- Proficiency in Microsoft Office Online and records management; adaptable to other software systems.
- Familiarity with District document management and operations of other departments.
- Adaptability to learn in a dynamic local government environment.
- Strong interpersonal and communication skills.
- Excellent organizational, time management, and team-building skills.

Training and Experience Requirements

- One year of post-secondary education; enrollment in an area of study related to Geography, Urban Planning, Geographic Information Systems, Resource Management, or Surveying.
- Preference will be given to those enrolled in a Geography or Geomatics program at a University or Technical Institute.
- Knowledge of GIS theory, principles and methods.
- Experience using ESRI GIS software.
- An equivalent combination of education and experience may be considered.

Competencies

- **Adaptability:** Willingness to be flexible in a changing environment.
- **Relationship Building:** Establishes and maintains respectful and cooperative working relationships.
- **Effective Communication:** Communicates effectively with others.
- **Problem Solving:** Recognizes and acts to resolve problems.
- **Organization:** Organizes work so that others will understand it, to achieve District goals.
- **Customer Focus:** Provides excellent service to both internal and external customers.