



Municipality of West Elgin

Job Description

Title: GIS Technician (Co-op)

General Supervisor: Specialist, Asset Management

Department: Infrastructure & Development

Positions Supervised: None

Position Summary

Under general direction of the GIS and Asset Management Specialist, the GIS Technician shall provide support in the creation and maintenance of the Municipalities GIS system. The incumbent will be responsible for creating, maintaining, and updating Municipal GIS data sets and spatial asset inventories, and producing cartographic, analytical, and web-based products for Municipal departments. Responsibilities will also include GPS field data collection, rigorous quality control and quality assurance of GIS data sets, as well as adherence to existing policies, procedures, and standards.

Principle Responsibilities

- Supports the GIS and Asset Management Coordinator to ensure that all GIS data is kept up to date within the Municipality
- Works with staff to produce maps & develop asset profiles to assist Managers with annual budgeting
- Assists in the creation, and supports the on-going maintenance of the municipality's Geographic Information System, in coordination with the GIS and Asset Management Specialist, including, but not limited to the collection, inputting, and formatting of data into the system
- Performs various field operations (e.g., inspections, investigations, topographic surveys, data collection, etc.) related to Condition Assessments
- Performs field data collection using GPS and mobile applications to collect and verify GIS data to ensure the quality and accuracy of spatial data
- Assists with the update and maintenance of a wide range of corporate spatial data sets (including parcel fabric, address database, and infrastructure). This may involve researching historical plans and drawings
- Performs all other duties as assigned

Working Conditions

- Works in a busy, open area, public office. Work is subject to frequent interruptions. Work is multi-tasked
- Some outside, field work will be required to collect asset information
- Usual hours of work are 40 hours per week with the possibility of some overtime for special projects
- Most work is completed at a desk using computer equipment

- Risk of personal injury while performing duties is minimal. Position required sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also required grasping, repetitive hand movement, and fine coordination in preparing reports and data entry using a computer keyboard. Additionally, the position required near, far, and color vision in reading correspondence, reports, and using the computer, and hearing is required when providing phone and face-to-face customer service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Outdoor field work could result in some exposure to the elements (rain, snow, wind, heat, cold). Appropriate safety precautions are needed when working on a roadway.

Preferred Qualifications

- Enrolled in post-secondary studies in GIS or relevant program
- Proficiency in Microsoft Office products including Outlook, Word, Excel, Access, Teams, Adobe Acrobat, etc.
- Knowledge of ArcGIS and ESRI suite of extensions
- Effective office, time management and organizational skills
- Diplomatic, tactful, creative, discreet, flexible, resourceful, dependable, well-organized, friendly, emotionally mature and professional. Maintains confidentiality.
- Capable of working in the field to collect data for GIS and Asset management purposes
- Must possess and maintain a valid Class G Province of Ontario (or equivalent) drivers license