



# The Municipality of West Elgin

22413 Hoskins Line, Rodney, Ontario N0L 2C0

The Municipality of West Elgin is accepting applications for a GIS Technician Summer Student. 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.

## 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

Pay Range: \$18.26 – \$20.26 per hour.

More information is available on the municipal website at [www.westelgin.net](http://www.westelgin.net)

Applicants must submit a resume detailing education and relative employment history no later than **4:00 pm on Friday, February 14, 2025** to [jobs@westelgin.net](mailto:jobs@westelgin.net)

We thank all applicants, but only those invited for an interview will be contacted. Personal information is collected and will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, and will be used for employment purposes only.

We are an equal opportunity employer. Accommodation for accessibility purposes is available upon request during the recruitment process, please direct questions to the Clerk at [clerk@westelgin.net](mailto:clerk@westelgin.net).