



INTERNAL/EXTERNAL POSTING GIS Technician

Loyalist Township is a growing community of over 17,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. The Corporation of Loyalist Township was formed in 1998 through the amalgamation of the former Township of Ernestown, the Township of Amherst Island and the Village of Bath.

Loyalist Township invites applications for the following permanent full-time position:

File No: LT-25-2019 GIS Technician
Hours: 35 per week
Rate: \$30.92 per hour
Closing: April 22, 2019, 4:00 p.m.

This position is a permanent full-time position, covered by the CUPE Local 2150, Collective Agreement. A detailed job description is below. Please electronically submit your cover letter and résumé clearly indicating how your skills and experience are aligned with the position expectations and is marked with the file number to: jobs@loyalist.ca. For more information regarding this position, including required qualifications, please refer to job description below or visit our website at www.loyalist.ca under the Employment section. As a condition of employment, the successful candidate must consent to a driver's record search and a Criminal Records Background Check (CPIC).

Loyalist Township is an equal opportunity employer. We thank all candidates for their interest, however, only those selected for an interview will be contacted. If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, ext. 100 between 8:30 a.m. – 4:30 p.m. or e-mail info@loyalist.ca. The Township provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact the Human Resources Manager at jobs@loyalist.ca.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of the Municipal Act, RSO 1990, as amended, and will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1999, for employment purposes.

LOYALIST TOWNSHIP
JOB DESCRIPTION

Position Title: GIS TECHNICIAN
Reports to: Planning Supervisor
Department: Planning Department
Category: Permanent Full-Time, CUPE

POSITION SUMMARY:

The GIS Technician will provide corporate GIS support services to the Township, with particular attention to infrastructure services, including Engineering, Utilities, Public Works, and Waste Management. Specifically, the position will involve:

- Preparing, administering, designing, and improving GIS related data, digital layers, maps, and GIS applications and integrations for the corporation;
- Developing and populating spatial databases, web and data development, map and CADD drawing interpretation and preparation;
- Updating GIS records as new municipal infrastructure (water, wastewater, roads, storm water, etc.) is either added or removed, and maintaining GIS-related linked documents;
- Assisting with GIS support of the Township Asset Management Program and related software;
- Undertaking GIS-related special projects to assist the Corporation.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Two years direct experience using GIS to manage land or municipal infrastructure-related data, preferably in a municipal setting;
- Graduate of a technology diploma or degree program in Geomatics, Geography, Land Use Planning, or Engineering, from a recognized technical institute or university or a combination of related formal technical training and specific GIS work experience in a municipal or similar environment;
- Experience using GIS to manage land or municipal physical infrastructure related data, preferably in a municipal setting;
- High degree of computer literacy in the use of ESRI products, and MS Office Suite;
- Experience and knowledge of AutoCAD, Geocortex, Microsoft SQL or equivalent database exposure considered an asset;
- Familiarity with GIS Water and/or Wastewater System Modelling considered an asset.
- Familiarity with the use of Differential GPS data collection would be considered an asset;
- Must possess and maintain a valid Class "G" driver's license;
- Competence in oral and written communication, and excellent public relations skills are essential;
- Familiarity with maintenance management software considered an asset.

DUTIES AND RESPONSIBILITIES:

Under the direction of the Planning Supervisor, the position will support the Corporation on a technical and administrative basis, and support the Planning Technician/GIS Coordinator on a functional basis, by:

- Updating municipal GIS databases and GIS mapping as new infrastructure is added to the municipal assets;
- Create mapping for the corporation and the public website;
- Maintaining and creating GIS apps for the public and the corporation;
- Providing mapping, GIS data, and related records as required by developers, other municipal employees and consultants employed by the Township, for projects within Loyalist Township;
- Attending various construction and development meetings for the purpose of obtaining information on physical assets or providing information on the municipality's physical assets;
- Performing all assigned GIS duties, recognizing and supporting the objectives of the Township's GIS Strategic Plan;
- Prepare, revise and maintain a library of system drawings, GIS information and other pertinent records in electronic format as directed by Management;
- Participating on the GIS coordinating committee, as directed;
- Maintaining GIS system information databases;
- Providing water distribution, sewage collection system, lot grading and road right of way system information in a variety of formats, when requested;
- Preparing graphics, drawings and layouts for the corporation, as requested;
- Assisting with GPS work for the Corporation, as required;
- Attending training on GIS and data management to remain current, make recommendations for process improvements, as well as new program development;
- Providing training on GIS and data management to other departmental staff members, as requested;
- Assisting with general office duties, as assigned;
- Performing other duties, as assigned.

ADDITIONAL REQUIREMENTS

- Access to a personal vehicle for work-related purposes is a requirement of this position. Travel expenses (per kilometer) will be reimbursed in accordance with Township policy.
- Dealing on a day-to-day basis with Township Departments, as needed;
- Investigating complaints or enquiries and dealing with the public to promptly resolve problems through personal contact

Disclaimer:

Because of the changing nature of work and work to be done, the job description indicates the general nature and level of work expected of the incumbent.

Incumbent may be asked to perform other duties as required.