

GIS TECHNICIAN I

EXEMPT: No

SALARY LEVEL: Grid 1, Band 11

LOCATION: Main Office

APPROVED BY: Manager, IT and GIS

Replaces: GIS Tech I

DIVISION: IT and GIS Services

DEPARTMENT: Corporate Services

SUPERVISOR: Manager, IT and GIS

DATE: April 2024

Date: Feb 2018

SUMMARY Reporting to the Manager, Information Technology and GIS, the GIS Technician I is responsible for a wide range of technical duties related to the maintenance and development of GIS procedures and standards, assembly of spatial and related attribute data and the production of maps, reports, and related information for departmental and corporate needs.

KEY RESPONSIBILITIES *include:*

1. To maintain corporate spatial and textual databases used in a GIS using various routines and methods to enter, update, edit and convert; implements, modifies, and executes procedures for data integrity and quality control.
2. To receive user requests for GIS information, analysis, and graphic presentations: consults with users about information requirements and develops database queries.
3. To support the operation of web mapping services by maintaining data, training staff members, and answering public enquiries.
4. To respond to a variety of public enquiries and provide information and assistance to the public involving GIS and property information.
5. To comply with and promote, safe work practices/procedures for a safe/healthy work environment.
6. To support the civic addressing function by answering public enquiries, assigning new civic addresses, and maintaining a house numbering system that meets standards for community safety.

TYPICAL ACTIVITIES *include:*

1. Maintain geographic information databases using various routines and methods to enter, update, edit and convert spatial and attribute data ensuring that accuracy standards are maintained.
2. Execute procedures for data integrity and quality control and assist in developing procedures and standards for data collection and integration.
3. Execute scripts that automate data entry, map production, analysis, and report generation.
4. Perform spatial queries and analyses using ESRI software and relational databases.
5. Respond to requests for hard copy maps, graphic presentation material, reports, digital files and publications for distribution.
6. Provide ongoing support to GIS users on system capabilities, procedures, and standards.
7. Respond to a variety of public enquiries and provide information and assistance to the public involving GIS and property information.
8. Perform other GIS, data organization and related technical work as assigned.

EDUCATION, EXPERIENCE, and TRAINING

- Completion of an advanced diploma in geographic information systems (GIS) from a recognized post-secondary institution.
- Minimum one (1) year direct experience using GIS to manage land related data, preferably in a local government setting.
- An equivalent combination of education and experience may be considered.

OTHER SKILLS/KNOWLEDGE/INFORMATION

- Considerable knowledge of ESRI software including ArcPro, ArcGIS Online and ArcGIS Field Maps.
- Knowledge of advanced geographic information concepts, systems and applications.
- Knowledge of legal land surveying, coordinate geometry, survey calculations, and topo-mapping
- Ability to execute tools such as scripts, menus and routines related to the work performed.
- Ability to identify and document hardware and software problems and contact the appropriate resource to rectify problems and provide guidance to system users.
- Skill in the use of graphic workstations, colour plotters, digitizers and related equipment.
- Ability to provide one on one training, guidance and support to users.
- Maintenance of effective working relationships with many internal and external contacts.
- Demonstrated ability to work effectively as a team player as well as independently.
- Good written and verbal communication skills.