



## POSITION DESCRIPTION

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**1. Position Title:**

GIS Technician (Co-op)

**2. Reporting Relationship:**

Reporting to the Director of Infrastructure and Development

**3. Positions Supervised:**

None

**4. Scope of Position:**

Under general direction of the GIS and Asset Management Coordinator, the GIS Technician shall provide support in the creation and maintenance of the Township's GIS system.

The incumbent will be responsible for creating, maintaining, and updating Township GIS data sets and spatial asset inventories, and producing cartographic, analytical, and web-based products for Township 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.

**5. Principle Responsibilities:**

*Geographic Information Systems Database*

- Supports the GIS and Asset Management Coordinator to ensure that all GIS data is kept up to date within the Township.
- Works with staff to produce maps & develop asset profiles to assist Directors with annual budgeting.

- Assists in the creation and supports the on-going maintenance of each municipality's Geographic Information System, in coordination with the GIS and Asset Management Coordinator, 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 the GIS Coordinator in insuring that all inspections and condition assessment information is kept up to date.
- 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.

## **6. Authority of Position**

- Authority limited to direction given and to operating within accepted procedures.

## **7. Working Relationships**

### **7.1 Director of Infrastructure and Development & GIS/Asset Management Coordinator**

Receives direction and guidance.

### **7.2 With Other Staff Members**

Usual cooperation and courtesy.

### **7.3 With Public**

Interaction with the public is limited but may be required while gathering information or dealing with other organizations.

## **8. Required Knowledge and Skill**

- 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) driver's license

## **9. Working Conditions/Effort**

- Works in a busy, open area, public office. Work is subject to frequent interruptions. Work is multi-tasked.
- May be eligible to work-from-home for some portion of time.
- Some outside, field work will be required to collect asset information.
- Usual hours of work are 35 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 requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and data entry using a computer keyboard. Additionally, the position requires 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.

## **10. Impact of Error**

- Typographical or data entry errors if unnoticed could change the meaning of a document, letter, report, etc. which could cause possible problems for the Township.
- Mechanical and clerical errors could be traced and corrected after delay and duplication of effort.
- Incorrect information could lead to poor decisions and recommendations with respect to asset management planning.