



THE TOWNSHIP OF SOUTHWOLD

GIS Technician (Co-Op) – 2 Positions

The predominantly rural community of the Township of Southwold has a strong agricultural base and is located in the central part of Elgin County. Incorporated in 1852, the Township includes the development areas of Fingal, Iona, Iona Station, Paynes Mills, Shedden, and Talbotville. Our offices are an easy commute from both London and St. Thomas. Our municipal office is located at 35663 Fingal Line, Fingal, ON.

With a total population approaching 5,000 residents, the Municipality offers beautiful countryside and a wonderful blend of active farms, historic villages, and tourism. The Municipality is experiencing significant growth in our development areas. Learn more about us at www.southwold.ca.

Reporting directly to the GIS and Asset Management Coordinator, the GIS Technician 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.

The ideal candidate will bring:

- Enrollment 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
- 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 licence.
- Experience in office procedures, preferably with exposure to municipal government. Able to work well on own initiative and as part of a team; maintain confidentiality; possess excellent organizational skills and the ability to prioritize in a multi-tasking environment.
- Working knowledge of municipal governance, legislative and procedural framework related to statuses, regulations, and by-laws affecting municipal management, with particular emphasis on the Municipal Act, is considered an asset.

The compensation for this role is \$19.00 per hour, for a 35 hour per week schedule. The Township of Southwold also offers participation in the OMERS pension plan. This position may be eligible for a compressed work week arrangement (4-day work week) and limited work-from-home options.

To apply, please submit a cover letter and resume in PDF format to hr@southwold.ca with "GIS Technician – *[Insert Candidate Name]*" in the subject line. Applications will be accepted until January 30th, 2026, at 4:00 p.m. To view the complete job description, please visit www.southwold.ca/employment. Applicants must indicate how they meet the minimum qualifications in their resume.

The Township of Southwold does not utilize Artificial Intelligence (AI) during the hiring process.

This recruitment is for two vacant positions from approximately May 1 – August 31, 2026.

Please be advised that the Township of Southwold uses email to communicate with applicants for open job postings. It is the applicant's responsibility to include an updated email address that is checked frequently and accepts emails from unknown users. As we send time-sensitive correspondence regarding recruitments via email, it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the job posting.

The Township of Southwold is an equal opportunity employer. Disability-related accommodation is available for all stages of the recruitment process. Applicants need to make their needs known in advance. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered will be used solely for candidate selection purposes only. Thank you for your interest; however, only those selected for interviews will be contacted.