






Career Opportunities

Home > Vacancies

GIS Data Analyst I - Infrastructure Services - Penticton, BC

 *Engineering and Design* \$ 37.01-41.11 per hour  *Hourly*  *Full-time Permanent*  *CUPE*

 *Attractive benefits, vacation and pension package*

Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership and the delivery of effective and community-focused services.

The City of Penticton is looking to fill the full-time permanent position of **GIS Data Analyst I** in our Engineering and Design Department. The Engineering and Design department consists of the Design Branch, Water Treatment Branch and Waste Water Treatment Branch. The Engineering and Design team is responsible for the planning, design and construction of the road, pedestrian and cycling network, water distribution system, waste water collection system and the drainage system.

Reporting to the Infrastructure Services Manager, the **GIS Data Analyst I** will assist with the ongoing operation of the City of Penticton Operations Division GIS systems. This position utilizes Geographic Information Systems (GIS), Asset Management Systems as well as other software and database systems to support a variety of City operations including asset management, public works, electrical, park, roads and drainage, and utilities, as well as the creation and retention of digital records related to municipal infrastructure and activities of the Operations Division.

Key Responsibilities:

- Prepare geospatial data, maps, and tabular data
- Maintain City standards and procedures under the direction of the Infrastructure Services Manager
- Develop and maintain City GIS data standards, procedures and QA/QC processes associated with geospatial data management, and templates
- Work with the Infrastructure Services Manager in the continual improvement of City GIS procedures and standards to meet the needs of the Operations Division
- Coordinating, reviewing, accepting, and entering/loading asset information provided from various internal/external sources into business system data repositories. This includes asset inventory data, condition assessment and field inspection information. Responsible for the quality control of information received by internal and external sources.
- Inspecting contractors or city assets and/or collecting data from city assets during on site / field visits.
- Assisting with preparing and coordinating contracts for data collection projects related to condition and performance of the City's infrastructure such as roads, sewer, water distribution system, parks, trails and facilities.
- Collaborate with GIS team to ensure consistent and high-quality GIS services are maintained
- Working with the staff at external agencies to compare and reconcile conflicts in information related to Penticton infrastructure assets.
- Prepares and maintains utility infrastructure mapping and maintenance records.
- Supplies technical information to City crews, Contractors and the Public.
- Provide GIS support and mentorship to Operations Division staff.

Required Knowledge, Abilities & Skills:

- Strong skills with ESRI ArcMap, and other engineering and GIS mapping software.
- Strong skills with Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint)
- Excellent written and verbal communication skills including confidently interacting with the public through phone, email and in person.
- Demonstrated skill in establishing and maintaining good working relationships with internal and external stakeholder groups/partners, complemented by strong interpersonal skills to deal tactfully with staff, partner agencies, and the public.
- Proven ability to work independently to produce quality materials and recommendations within tight timeframes.
- Proven ability to exercise sound judgment and discretion.
- Ability to work well in a team environment or individually.

Education, Training & Experience:

- Civil Engineering Diploma or Civil Engineering Degree and 1-2 years of experience in a municipal environment is preferred, or an equivalent combination of education and experience may be considered.
- Have a broad range of civil engineering experience/education and are comfortable in developing solutions to existing problems.
- Formal training or experience with industry standard AutoCAD.
- Proven ability to read construction drawings and technical documents.
- Valid Class 5 BC Driver's License.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBTQIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

So, if your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **August 20, 2023.**

Position type: Full-time Permanent (35 hours per week)
Wage: \$37.01 to \$41.11 per hour (Pay Grade 13, CUPE)
Benefits: Attractive benefits, vacation and pension package

[↓ Full Job Description](#)

Apply Now

** Fields Are Required*

What is your full name?

First Name*

Last Name*

How can we contact you?

Email*

Phone Number*

Cell ▼

I agree to PrevueAPS.ca's Applicant Information Use Policy.*

Apply for this Position