



## GIS Technician (12-Month Contract) Corporate Services

### Position Summary

Under the direction of the Manager, Data Architecture & Application Services, the GIS Technician is responsible for the mapping, geospatial data maintenance and data creation for the Town's Enterprise GIS. The GIS Technician participates on IT projects requiring GIS input and data, and works with the Town's business users to define mapping and geospatial data requirements. This role uses GIS to perform spatial analysis, data extraction and manipulation to support a variety of planning, engineering, economic development and other departments requiring spatial information. The GIS Technician is responsible for the creation and management of data license agreements, and convert data received from external sources and developers to make them usable within the GIS environment. This position maintains metadata and documentation, performs topology checks and other quality control and assurance checks to identify and correct errors or omissions in the data in addition to performing user training on GIS applications and tools.

### Major Job Responsibilities

#### Application Planning

- Collect, analyze, update and maintain the Town's digital mapping data including the road network, address points, subdivisions and parcel data using GIS best practices and quality control methodologies
- Gather, analyze and review end user requirements for mapping and geospatial products for Town of Milton departments and residents
- Participates on IT projects requiring GIS input and data, and works with the Town's business users to define mapping and geospatial data requirements
- Provide input in the research of new GIS modules and applications

#### Acquisition and Deployment

- Work with various Town departments to prepare and develop official mapping products to be used in Staff Reports, Bylaws, Official Plans, Studies and emergency response operations
- Configure and implement ArcGIS online story maps and applications for Town departments
- Participate in the testing of new GIS software applications and integrations

#### Operational Management

- Digitize new development features including streets, buildings and new subdivisions into the Town's draft layers and review and perform quality control and assurance checks prior to moving to the Town's enterprise geodatabases
- Georeference and simplify detailed CAD drawings and plans for integration into the GIS database
- Following the new address creation process, create new addresses for subdivisions, prepare address plans and circulate to Town departments for review
- Create and update geospatial metadata based on industry standards and conformance to NG-911 NENA data standards and best practices
- Complete specialized map requests from internal departments and external customers utilizing the Town's corporate geodatabases and adhering to cartographic best practices
- Prepare and conduct GIS training for the Town's desktop GIS environments and for the Town's web-based GIS systems
- Prepare license agreements and data packages for consultants, developers and public
- Prepare documentation and standard operating procedure documentation

### Education and Experience

- Post-secondary Diploma in GIS, Geomatics, Planning or Environmental Studies
- Proven work experience with GIS software specifically ArcGIS and ArcGIS Online applications
- Minimum of 2 years of experience as a GIS Technician, preferably within a municipal or government environment
- Advanced knowledge of municipal GIS applications, standards, concepts and processes
- Proficiency with ArcGIS software products and extensions (Spatial Analyst, Network Analyst) as well as AutoCAD
- Excellent problem solving and analytical skills
- Ability to multi-task in a fast paced environment and meet multiple deadlines

**Salary Range:** \$70,719 - \$88,400 (based on a 35-hour work week)

Interested applicants should apply online at [www.milton.ca](http://www.milton.ca) under the Careers section by **11:59 pm on September 17, 2023**.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.