

## Job Opportunity

**The Corporation of the Town of Orangeville**  
invites applications for the position of

### **Geographic Information Systems (GIS) Technician** **Corporate Services Department** (Full-time position, 35 hours per week)

The Corporate Services Department, Information Technology Division, has an opportunity available for the position of Geographic Information Systems ("GIS") Technician. The GIS Technician assists with the planning and implementing of GIS solutions under the direction of the Manager, Information Technology for the Town of Orangeville, by creating and modifying geospatial data (i.e., data entry, editing, manipulation and quality control) to be used in map products and GIS solutions and working with field staff on processes and data activities.

#### **Job Duties:**

- Update, maintain, manipulate, and analyze spatial data within the GIS; work with staff to understand spatial requirements, data gathering and normalization; assist the GIS Technologist in collecting and processing datasets through methods such as tabular files, databases, hard copy sources, aerial surveys, mobile devices, etc.; analyze and reconcile conflicting data; assist with improving and maintaining the Town's open data; educate staff on Data Orangeville; and create and manage web maps, visualization tools, and data compilations.
- Develop and maintain interactive web maps, interactive visualization tools; and data compilations to serve the organizational needs; conduct analysis or create hardcopy maps as required; assist in designing and implementing end-to-end GIS solutions; and identify and implement efficiencies with enriched access to data resources and increased reliability of organizational data references.
- Provide support for web and desktop GIS solutions; assist in troubleshooting problems; assist in the implementation and support of the corporate GIS software, hardware, spatial database and supporting technologies.
- Develop automation tools to enhance internal data processes and enhance business GIS solutions; provide training and education to users on tools, solutions, and software; and participate on cross-functional teams with other Town staff and consultants related to GIS solution projects, as required.
- Maintain documentation of GIS processes for the end-user and backend processes, such as process flows, metadata, training material, etc.
- Other duties as assigned.

**Qualifications:**

- College Diploma specializing in Geographic Information Systems or Geomatics.
- Minimum one (1) year of work experience with practical GIS analysis/solutions.
- Experience and knowledge in mapping and spatial database analysis and user support, including practical experience working with GIS technology, knowledge of GIS principles, methodologies and best practices, knowledge and experience with GIS methods and techniques, scripting language, cartography and cartographic procedures, coordinate systems, and geo-spatial digital imagery.
- Knowledge and work experience with a range of computer and software including Esri Arc GIS suite of software products, and GIS databases.
- Ability to work productively and independently, as well as in a team environment, with minimal supervision, manage several projects and work under pressure to meet deadlines and changing priorities.
- Excellent presentation, analytical, report writing, and interpersonal skills to communicate effectively with all levels of staff, consultants, and suppliers.

**Successful candidates will be required to complete a background check, including but not limited to a Criminal Record Check, in accordance with the duties of this position.**

**Salary Range:** \$55,619.20 to \$65,066.60, Band 6 on the Town's 2024 Pay Grid, plus a comprehensive benefits package.

Qualified candidates are invited to submit their resumes, in confidence, to Sarah Mayer, Co-ordinator, Human Resources, no later than 4 p.m. on **Friday, February 23, 2024**. Applications may be submitted online or submitted in person to the Town Hall located at 87 Broadway. Please do not email your application.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.