



**POSITION TITLE: GIS TECHNICIAN**

**DEPARTMENT: CORPORATE SERVICES, STRATEGY & INNOVATION**

**REPORTS TO: IT MANAGER**

**CATEGORY: PERMANENT FULL-TIME, CUPE**

**UPDATED: NOVEMBER 2021**

**HOURS OF WORK: 35 HOURS/WEEK**

**RATE OF PAY: \$34.80/HOUR**

**CLOSING DATE: SUNDAY, JULY 14, 2024**

**HOW TO APPLY: LOYALIST TOWNSHIP'S WEBSITE [CAREERS PAGE](#)**

---

**POSITION SUMMARY:**

This role is an integral part of service delivery to the residents of Loyalist Township and contributes to the achievement of our Strategic Plan by preparing, administering, designing, and improving GIS related data. The incumbent is responsible to develop and populate spatial databases, web and data development, and CADD drawing interpretation and preparation. The GIS Technician assists with GIS support of the Township Asset Management Program as well as updating GIS records as new municipal infrastructure are added or removed. The GIS Technician provides GIS support services to the Township corporately and supports partnership with other lower-tier municipalities and the County.

**MINIMUM QUALIFICATIONS:**

- Two years direct experience using GIS to manage land or municipal infrastructure related data, preferably in a municipal setting.
- Graduate of a technology diploma or degree program in Geomatics, Geography, Land use Planning, or Engineering from a recognized technical institute or university or a combination of related formal technical training and specific GIS work experience in a municipal or similar environment.
- Experience using GIS to manage land or municipal physical infrastructure related data, preferably in a municipal setting.
- High degree of computer literacy in the use of ESRI products, and MS Office Suite.
- Experience and knowledge of AutoCAD, Geocortex, Microsoft SQL or equivalent database exposure considered an asset.

- Familiarity with GIS Water &/or Wastewater System Modelling considered an asset.
- Familiarity with the use of Differential GPS data collection would be considered an asset.
- Must possess and maintain a valid Class “G” driver’s license.
- Competence in oral and written communication, and excellent public relations skills are essential.
- Familiarity with maintenance management software considered an asset.

### **DUTIES AND RESPONSIBILITIES:**

Under the direction of the IT Manager the position will support the Corporation on a technical and administrative basis, and support the GIS Systems Administrator on a functional basis by:

- Updating municipal GIS databases and GIS mapping as new infrastructure is added to the municipal assets.
- Create mapping for the corporation and the public website.
- Maintain and create GIS apps for the public and the corporation.
- Providing mapping, GIS data, and related records as required by developers, other municipal employees and consultants employed by the Township for projects within Loyalist Township.
- Attending various construction and development meetings for the purpose of obtaining information on physical assets or providing information on the municipality’s physical assets.
- Performing all assigned GIS duties recognizing and supporting the objectives of the Township’s GIS Strategic Plan.
- Prepare, revise and maintain a library of system drawings, GIS information and other pertinent records in electronic format as directed by Management.
- Participating on the GIS coordinating committee, as directed.
- Maintaining GIS system information databases.
- Providing water distribution, sewage collection system, lot grading and road right of way system information in a variety of formats when requested.
- Preparing graphics, drawings and layouts for the corporation as requested.
- Assisting with GPS work for the Corporation, as required.
- Attending training on GIS and data management to remain current, make recommendations for process improvements as well as new program development.
- Providing training on GIS and data management to other departmental staff members as requested.
- Assisting with general office duties as assigned.
- Performing other duties, as assigned.

### **ADDITIONAL REQUIREMENTS:**

- Access to a personal vehicle for work-related purposes is a requirement of this position. Travel expenses (per kilometer) will be reimbursed in accordance with Township policy.
- Dealing on a day-to-day basis with Township Departments, as needed.
- Investigating complaints or enquiries and dealing with the public to promptly resolve problems through personal contact.

## **WORKING RELATIONSHIPS:**

### *Internal*

Daily communication with staff and any other team members requiring GIS support.

### *External*

Regular liaisons with other GIS partners in the Lennox and Addington County area, and in the larger municipal sector.

Occasional contacts with outside vendors and training organizations.

## **WORKING CONDITIONS:**

- Normal office environment working conditions apply.
- May be seated for long periods (3-4 hours).
- Work hours are equal to a 35-hour week.
- Some flexibility is required to accommodate evening/weekend off-hours GIS/IT projects.

*The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.*

Loyalist Township values a diverse workforce and looks to attract and retain people who will work together to provide excellent service to our residents, visitors, business partners, and each other. If you are looking for a rewarding opportunity to work with a team of professionals dedicated to promoting the quality of life and prosperity of our community, come join us!

In accordance with the Accessibility for Ontarians with Disabilities Act, Loyalist Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Human Resources team at [hr@loyalist.ca](mailto:hr@loyalist.ca) or 613-386-7351 ext. 149 if you require accommodation.