

Employment Opportunity

GIS Summer Student **Asset Management Department** **Temporary, Full Time** **Posted February 21, 2025**

The City of Fernie is currently accepting applications for a GIS Summer Student position. This student position is full-time from early May to the end of August with potential for extension to October 2025. The City of Fernie is a small resort municipality nestled in the Rocky Mountains of southeastern British Columbia.

The City has a robust enterprise GIS system that is embedded in many aspects of city operations using both desktop, portal and cloud-based solutions. The student will have an opportunity to be exposed to and get involved in GIS projects, including with supporting the City's digital transformation to ArcGIS Enterprise, and operational work related to asset management, service delivery, and communication and public engagement in the areas of civil engineering, public works operations, parks and facilities operations, land use planning and development and fire and emergency services. The student will have the opportunity to work in a shared workspace environment under the direct supervision of the City's senior GIS Technologist II.

DUTIES AND RESPONSIBILITIES

The GIS Summer Student will provide support to the Asset Management Department to:

- Maintain and update the City's Geographic Information System (GIS) database by entering, editing, and integrating graphic and non-graphic data from various sources.
- Develop, maintain, and distribute services supporting desktop, mobile, and web GIS applications, including comprehensive documentation of processes and procedures.
- Collaborate on interdepartmental projects by preparing detailed specifications for spatial and non-spatial data and designing tools for efficient data integration.
- Utilize Python and FME for GIS data processing and analysis, maintaining and testing programs and subroutines of varying complexity.
- Guide and support users, oversee geodatabase activities to meet industry standards, and identify/resolve data quality issues.
- Aggregate and compile technical data to support information reporting requirements, and assist in preparing and maintaining technical data and reports.
- Respond to user service requests, leveraging GIS to meet departmental requirements, and conduct site surveys and field inspections as needed.
- Contribute to the enhancement of GIS-related processes and methodologies, staying updated on emerging technologies and best practices.
- Ensure compliance with the City of Fernie's Safety Management System, and perform other related duties as required.

MINIMUM QUALIFICATIONS:

- Must have completed at least one year of post-secondary education in a technical program with a focus in GIS.
- Experience working with computer assisted mapping techniques, relational database systems, programming methods applicable to the work and of the software programs and hardware components of the geographic information system such as the ESRI ArcGIS Enterprise, Python, FME and Autodesk products.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of mapping principles, techniques and materials, simple mathematics, coordinate geometry, drafting, and survey computations.
- Ability to maintain a variety of records, reports and information systems related to the work.
- Knowledge on designing, code and test programs and subroutines on the geographic information system.
- Ability to provide guidance and training to internal GIS users as required.
- Knowledge of Microsoft SQL Server and FME.
- Computer skills including knowledge and experience working in an MS Office environment.
- Can demonstrate strong written, verbal, and interpersonal communication skills for effectively communicating and working with others.
- Demonstrated ability to tactfully handle confidential inquiries and information.
- Effective organizational skills
- Interest in technology and keeping current with advancing technology.

ADDITIONAL INFORMATION:

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

Wages are in accordance with CUPE Local 2093 (\$23.18/ Hour). This is a non-benefited position, working 35-hour work weeks, with limited time off available.

This posting will remain open until filled. Detailed applications containing resume and cover letter should be addressed to: careers@fernie.ca

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

Chantal Chown, Business Systems Manager
c/o Human Resources
City of Fernie, PO Box 190
Fernie, BC, V0B 1M0 or
email careers@fernie.ca

The City of Fernie strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, City of Fernie will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.