



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

GIS TECHNICIAN PERMANENT, FULL TIME (35 HOURS PER WEEK)

The Township of Centre Wellington is a thriving and growing community of 31,000 residents with diverse urban and rural settings. Its close proximity to Guelph and Kitchener-Waterloo, diverse economy, active arts community and renowned natural features are among its many lifestyle advantages.

The GIS Technician is responsible for the development, management, analysis, and distribution of the Township's Geographic Information Systems (GIS) services to support corporate priorities and departmental requirements. This position also supports the Township of Centre Wellington's asset management, planning and development, maintenance management programs, application design and integration, risk model development, and quality control.

ILLUSTRATION OF SCOPE OF POSITION

Duties include but not limited to:

Geographic Information Systems:

- GIS Data Management: Collect, organize, maintain, and update GIS data for various municipal projects, including land records, infrastructure, zoning, and environmental information.
- Data Analysis: Perform spatial and statistical analysis using GIS software to assist in decision-making processes and identify trends, patterns, and relationships within the data.
- Application Development: Develop, support and maintain applications that improve and enhance municipal programs
- Technical Support: Provide GIS support and training to municipal staff, assisting them in using GIS applications, interpreting data, and generating reports.
- Spatial Analysis and Modeling: Assist in developing and implementing spatial models to evaluate and optimize municipal services, infrastructure, and resource management.

Integration and Automation:

- Develop, test, implement and maintain custom GIS applications, scripts, and tools to streamline GIS workflows.
- Automate repetitive GIS tasks using programming and scripting languages such as Python, JavaScript, Arcade or others.
- Collaborate with internal departments and external stakeholders to acquire and integrate data from various sources into the GIS database, ensuring data integrity and accuracy.
- Integrate GIS with other business systems and databases.

Asset Management:

- Identifies assets and their related attributes to populate into the Township's database.
- Produces and maintains asset risk models based on industry standards and available data.
- Understands emerging technologies and conducts research regarding the maintenance of municipal infrastructure.
- Assists in the development, implementation and maintenance of asset management policies and procedures.

Administration:

- Facilitates the sharing of Township GIS data with external agencies.
- Processes information requests.

- Other duties as assigned and/or directed.

MINIMUM QUALIFICATIONS & REQUIREMENTS:

- Post-secondary diploma in GIS or related discipline
- Minimum of 1 year of related and relevant work experience
- Comprehensive knowledge of GIS principles, standards, techniques, and procedures.
- Familiarity with spatial databases and data management best practices
- Advanced computer skills with ESRI ArcGIS, SQL Server, and Microsoft Office (Word, Excel, Outlook)
- Experience in programming languages such as Python, JavaScript, Arcade or others relevant to GIS tasks
- Knowledge of asset management techniques including lifecycle strategies, key performance measures, levels of service and risks
- Problem solving and critical thinking skills to diagnose problems and determine steps necessary to achieve an effective solution
- Strong communication and interpersonal skills
- Excellent time management, analytical, and problem solving
- Possess a valid Class 'G' Driver's License and access to a vehicle

Annual Salary: \$78,820 - \$88,661 per annum (2025 salary range)

How to Apply: Interested applicants are invited to submit their cover letter and resume combined in one document in MS Word or PDF format by email to careers@centrewellington.ca by **March 31, 2025, at 11:59 p.m.** Please quote job posting '2025-28' in the subject line.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at www.centrewellington.ca and search the Job Opportunities link. Please submit your cover letter and resume in one document in .PDF format and indicate the position title in the subject line of email. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however only those candidates selected for an interview will be contacted. **No phone calls please.**

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.