

JOB POSTING

ABOUT THE MUNICIPALITY OF CENTRAL ELGIN

The Municipality of Central Elgin is a progressive, growing urban and rural municipality located on the north shore of Lake Erie in the heart of southwestern Ontario adjacent to London and St. Thomas. The Municipality is home to about 15,000 people. A prosperous municipality that blends the diversity of a rural agricultural community with an extensive urban environment that is rich in history and tourism, the Municipality of Central Elgin prides itself on being progressive in the way everyday business is carried out.

Title	Geographic Information System (GIS) & Planning Technician
Job Status	Permanent, Full Time
Wage	\$33.91 to \$40.37 per hour (Band 6)
Hours	35 hours per week
Reports To	Manager of Engineering
Location	450 Sunset Drive, St. Thomas, Ontario
Posting Status	Vacancy
Unionized	No

POSITION OVERVIEW:

- This position is primarily responsible for maintaining and updating the Municipality's data on all aspects of municipal assets including mapping and recording the condition of assets. Additional responsibilities include creating and generating GIS map and asset data outputs to support the functions of all departments including roads, water, parks, engineering and planning, building, finance, and fire.

KEY RESPONSIBILITIES:

GIS & Data Management

- Manage, amalgamate and produce infrastructure data on a digital parcel fabric in order to provide complete and accurate digital mapping information.
- Administers the Municipality's GIS system, EAM/CMMS systems and provides continuous improvement to the quality of spatial/non spatial data.
- Act as a resource and work in concert with municipal departments in computerized graphic design when and as required.
- Prepares and design special purpose maps, and system plans using, but not limited to, AutoCAD Civil, AutoCAD Map, ESRI, ArcGIS On Line, Adobe Creative Suite, Asset Management systems software, spreadsheets, and databases.
- Assist other staff on specific projects, for example: Drone Projects. Provides mapping services to other departments for regularly produced map products.
- Completes field location surveys of municipal infrastructure and assets using a high accuracy GPS data collector.
- Administers and monitors "One Call" (server/ticket management software) for locate requests. Collaborates with utility locator operators to resolve ticketing issues.

- Responsible for administrating and monitoring physical services operations specific software. Including but not limited to; OneCall, (Utility locate software), Route Patrol Manager, ARCGIS OnLine, ArcGIS Collector and ArcGIS Survey 123.
- Provide training and technical guidance and content expertise to staff regarding features and uses of asset management hardware and software; contact software developers and vendors to resolve issues as required.
- Work with external agencies to provide historic construction drawings for project background.
- Manipulate and Integrate data from various resources into municipal GIS and Asset Management databases. Data Examples: GPS, As Built, Inspection Data, Permitting, Financial.
- Assists department staff with troubleshooting computer software and hardware issues as it relates to CMMS , EAM, and GIS.
- Create custom Survey 123 forms for Municipal Staff
- Works with and maintains relationships with outside Vendors and Consultants
- Develop and Create Asset ID Identification Labels

Asset Management Support

- Responsible for data integrity in the asset management systems; follow-up with individuals responsible for data collection in the field to ensure conformance with standards and procedures, and accurate data collection and entry.
- Collect and manage municipal infrastructure condition information for asset management purposes.
- Assist in completing Tangible Capital Asset (TCA) End Year Tasks for Finance Department including compiles TCA Workbooks, integrate data into Asset Register Databases and assist with PSAB requirements: Assigns FIR and Useful Life's
- Assist in the development of Asset Management Plans and rehabilitation projection timelines.

Planning Support

- Assists in the creation, maintenance and updating of planning maps and documents, produces computerized drafting work, prepares custom graphics and presentation material for Public Meetings and Open Houses.
- Assists in the creation and production of maps and graphics for planning reports on zoning, subdivision, official plan and severance applications, which include location, site, notification area, zoning, land use and official plan designation maps.
- Assists with the maintenance and consolidation of zoning by-laws, Official Plans, Official Plan Schedules, Zoning Maps and Schedules.
- Assists in the technical review of planning applications, draft plans of subdivisions, including checks for compliance with standards, accuracy of areas and measurements.
- Assists with the creation, maintenance and receipt of data from external agencies and in various file formats, manipulating data using different software packages and distributing end products to various users, both corporate and externally.
- Assists with development and maintenance of computerized monitoring control system for development applications and special planning projects (subdivisions, site plans, population, land supply, land use inventory among others).

QUALIFICATIONS:

- Minimum three years' previous related experience.
- Geographical Information Systems Diploma, Urban Planning or Civil Engineering Technician

- Diploma or equivalent training or experience.
- Valid Class “G” Driver’s Licence required.
- Advanced knowledge of GIS principles, spatial technology and supporting database and web technology. Must be proficient in map compilation, graphic design/layout, research and formal writing.
- Basic technical knowledge of infrastructure including roads, storm sewers, and sanitary sewers, municipal drains, and water distribution.
- Extensive knowledge of Asset Management Software, Capital Asset databases and spreadsheets.
- Strong computer skills, including experience working across multiple software platforms such as ESRI, ArcGIS, Geodatabases, Collector, Survey 123, ArcGIS Online and mobile technology, including tablets, High Accuracy GPS collection devices and Coordinate Systems and other field mapping technology.
- Strong organizational and time management skills to ensure timely, accurate completion of tasks.
- Ability to adapt to fast-paced and changing work environments while managing multiple priorities and deadlines.
- Excellent communication skills, both oral and written, to provide advice and direction to staff, provide information to the public, liaising with contractors and outside agencies, etc.
- Ability to maintain confidentiality and manage sensitive files and information.
- Team-oriented with the ability to work independently and collaboratively across departments.
- Strong interpersonal skills to foster positive relationships with staff, elected officials, contractors, and the public.
- Flexible and positive attitude, with willingness to take on other duties as assigned.
- Ensures compliance with all health and safety regulations, policies, and procedures to maintain a safe and healthy work environment.

HOW TO APPLY

- Please apply for this opportunity directly through our website:
<https://municipalityofcentralelgin.applytojob.com/apply>
- Applications must be received no later than **Sunday, December 7, 2025, at 11:59 p.m.**
- The successful candidate will be required to complete a Criminal Record Check as a condition of employment and prior to commencing employment.
- We thank all applicants for their interest; however, only those selected for an interview will be contacted.

ACCOMMODATIONS

The Municipality of Central Elgin is an equal opportunity employer. The Municipality of Central Elgin will attempt to provide reasonable accommodation for known disability for an applicant or employee if requested.

ADDITIONAL INFORMATION

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment. Questions respecting the collection of information should be directed to the CAO/Clerk of The Corporation of the Municipality of Central Elgin.