

Job Description

<b>Job title</b>	<i>GIS Technician (16-week term)</i>
<b>Reports to</b>	<i>GIS &amp; Civic Addressing Manager</i>
<b>Next Level Manager</b>	<i>Director of Municipal Operations</i>

**Job Summary**

This is a summer work term position to locate and identify using a Global Positioning System (GPS) water and wastewater infrastructure in serviced areas of the Municipality.

The infrastructure data collected will be used to support decisions of the Municipality in planning for system upgrades and identifying infrastructure as it relates to area rate charges. The data captured will be compiled in a geodatabase and made available to municipal staff and contractors as working drawings in both digital and hard copy formats. A high level of accuracy is required for this project.

**Duties and Responsibilities**

- Identify and capture the location of county infrastructure using Global Positioning System (GPS)
- Prepare mapping showing the county infrastructure, digital and hard copy.
- Provide GIS support to county staff as required.
- Consult with Public Works staff to identify infrastructure.
- Develop work strategy for collecting data

**Qualifications**

Qualifications for the position:

- Completion of one year of training in GIS from a recognized institution (e.g., Community College)
- Proficiency in ARC MAP 10.8.2/ArcPro 3.1
- Proficiency in Microsoft Office (Word, Outlook, Excel)
- Proficiency in TRIMBLE Geo7X and GPS PATHFINDER OFFICE
- Ability to use Property Online an asset.
- Strong communication skills – both verbal and written
- Must provide Criminal Record Background Check and Child Abuse Registry Check

**Skills**

- Able to work independently and as part of a multi-disciplinary team.
- Able to multi-task
- Demonstrates initiative
- Able to work independently
- Familiar with municipal infrastructure would be an asset
- Courteous to the public and co-workers
- Follows safety procedures and the *Occupational Health and Safety Act* at all times

**Abilities**

- Valid Nova Scotia Driver’s License required.
- Able to work outside and in construction environments
- Must have valid emergency first aid training
- WHMIS
- Must complete work site orientation training on first day of work

**MUNICIPALITY OF THE COUNTY OF ANNAPOLIS**

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## **Competencies**

### **Values Diversity**

Valuing Diversity is the ability to understand and respect the practices, customs and values of other individuals and cultures. Diversity is beneficial to the organization and community. It applies the ability to work effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances, and divergent goals.

### **Communication**

Communication is effective, timely, and relevant exchange of information that is respectful of the diversity of people, and the geography and working environments of our employees. It includes receiving information, listening, understanding and responding openly and effectively in interactions with others. It also implies this information is processed into actions.

### **Customer Service**

Implies a desire to help or serve others, to meet their needs. It means focusing one's efforts on discovering and meeting the customer or client's needs. "Customers" include internal colleagues, citizens, elected officials or anyone that the person is trying to help.

### **Achievement Motivation**

Focuses efforts on working well and / or competing against a standard of excellence while achieving high quality results.

### **Work Safety**

Have a responsibility to take all reasonable and necessary precautions to ensure their health and safety and that of anyone else who may be affected by their work or activities. This includes adhering to safe practices and standard operating procedures established to reduce risks. Failure to do so is grounds for disciplinary action or dismissal.

### **Duty of Loyalty**

As a representative of the County of Annapolis, every employee has a legal obligation to avoid acting in a manner that's contrary to the County's interests. This includes refraining from public criticism of the County's practices or personnel, as well an obligation to maintain confidentiality. Failure to do so is grounds for disciplinary action or dismissal.

## **Working conditions**

Employee may frequently work alone

## **Physical requirements**

Strength to lift or carry up to 10 kgs (20 lbs)

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

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**CERTIFICATION**

<p>_____ Employee Signature</p> <p>_____ Printed Name                      Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor's Signature</p> <p>_____ Supervisor's Title                      Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Chief Administrative Officer's Signature                      Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	