

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: GIS Technician (16 week term)
	Union / Non-Union: NON-UNION	Classification Type: FULL-TIME, TERM
	Salary Classification: \$20.00/HR	Approval Date: December 9,2025

General Job Responsibility

The GIS Technician Intern shall be responsible for assisting staff with locating and identifying municipal water and wastewater infrastructure within serviced areas using Global Positioning System (GPS) equipment and related software. Key responsibilities include the collection and verification of infrastructure data, ensuring a high level of accuracy in its capture and documentation, compiling data within a municipal geodatabase, and preparing working drawings and mapping products in both digital and hard-copy formats for use by municipal staff and contractors. The data collected will support municipal planning, system upgrades, and area rate charge assessments. The intern shall carry out other duties and responsibilities as may be assigned from time to time.

Accountability

This position reports directly to the Manager of Planning.

Specific Job Responsibilities

1. Collects, verifies, and captures municipal water and wastewater infrastructure using GPS equipment and related field software, ensuring highly accurate spatial information and following established health and safety protocols in the field.
2. Compiles collected data into the municipal geodatabase, creates mapping products, and performs spatial analysis or geoprocessing to support municipal projects and operational decision-making in both digital and hard copy formats for use by staff and contractors.
3. Provides GIS support to municipal staff as required, assisting with data retrieval, map production, and updates to infrastructure records to ensure current and reliable information is available for operational decision-making.
4. Coordinates with Public Works staff, contractors, and other municipal departments to confirm infrastructure locations and support GIS projects beyond water/wastewater, including roads, parcels, land use, and environmental features.
5. Develops an efficient work strategy and daily schedule for collecting infrastructure data, including route planning, data-quality checks, and documentation of field conditions to support consistent and systematic data capture across project areas.

6. Prepares status updates, technical notes, and mapping outputs for review by the Supervisor or Public Works as requested throughout the project term.
7. Assists with maintaining and updating GIS datasets, ensuring information is stored, backed up, and accessible in accordance with municipal standards and workflows.
8. Works safely in the field by following established health and safety protocols, including awareness of underground services, traffic, and environmental conditions while performing GPS data collection activities.
9. Communicates findings, discrepancies, or issues encountered in the field to the Supervisor in a timely manner to support troubleshooting and continuous project improvements.
10. Other reasonably related duties and responsibilities as may be assigned from time to time by the Supervisor.

Qualifications and Expectations

Candidates for this position must be enrolled and eligible for a co-op position through a recognized computer technology or engineering technology related program at a Nova Scotia Community College or similar. Previous experience working with information technology or engineering technology would be considered an asset.

Due to the nature of this position, the employee must have:

- Strong computer, programming and coding experience
- Basic audio and video capabilities
- Positive past working relationships with multiple functional and managerial departments
- Experience with Microsoft Office, VMWARE, VEEAM, and WatchGuard,
- Comfortable working in an environment that has short timelines and high political and social media attention.

This position will occasionally require work outside of normal office hours including evenings, weekends, and holidays.

Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or your resume.