

TOWN OF VIEW ROYAL

JOB DESCRIPTION

GIS TECHNICIAN

Nature and Scope:

Under the general supervision of the Director of Engineering, the GIS Technician creates, modifies and analyzes digital GIS databases for the management of municipal properties, utilities and other services.

Duties and Responsibilities:

1. Populates, updates and maintains all digital mapping;
2. Maintains GIS software and installs updates as required;
3. Performs field surveys of infrastructure using GPS;
4. Integrates GPS information into the existing GIS platform;
5. Maintains the base map;
6. Develops GIS and internal web-based systems for the management Town of View Royal properties, utilities and other services;
7. Integrates, extracts, processes, and troubleshoots data from various information systems and technologies into useful reporting systems;
8. Gathers, updates and monitors spatial filed data including View Royal services, cadastral and any assets for the Town or the general public;
9. Evaluates data for quality and accuracy;
10. Maintains linkages between databases updates databases as information becomes available;
11. Develops and configure mapping and data solutions for the web;
12. Writes, modifies and tests scripts and queries;
13. Previews and consults with end users regarding information requests;
14. Prepares maps, reports and related information;

15. Provides advice and training to end users on effective and efficient use of various GIS and information technology programs for Town of View Royal staff including support and training as required;

16. Participates in the development and implementation of GIS workflow procedures.

Knowledge, Skills and Abilities:

1. Extensive experience with GIS and GPS systems, AutoCAD software and ArcGIS;
2. Knowledge of municipal government mapping and data standards;
3. Knowledge of civic addressing, parcel mapping and property database systems;
4. Extensive experience with cadastral and topographical mapping;
5. Superb written and oral communication skills for creating and presenting data reports and training other people how to use GIS technology.

Required Qualifications:

1. Diploma in Geographic Information Systems or Bachelor of Science degree in Geography, Computer Science or Engineering;
2. 5 years of related experience, including experience using Microsoft Office Suite, ESRI's Arc GIS, and graphical software;
3. Valid Class 5 BC Driver's Licence.

Preferred Qualifications:

1. Knowledge of Local Government operations;
2. Familiarity with AutoCAD;
3. GPS Surveying skills.

This job description is only a summary of typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties, as assigned, might be part of the position.

Kim Anema
Chief Administrative Officer