



MUNICIPALITY OF THE DISTRICT OF WEST HANTS

JOB DESCRIPTION

GIS Position (Term)

Position Title: GIS Technician - Term
Reports To: Director of Planning and Development
Subordinate Staff: No
Salary Range:
Classification: Term
Revision Date: April 2019

Position Summary: Assists the Planning and GIS Technicians in operating and maintaining the Geographic Information Systems (GIS) database, preparing maps and graphics, and compiling reports for staff, committees, and Council. The Student GIS Technician conducts GPS related fieldwork as needed. The Student GIS Technician works under the supervision and is accountable to the Planning and GIS Technicians.

JOB DUTIES AND RESPONSIBILITIES¹

System Operations

- Assists the GIS Technician with operating and maintaining the GIS (Geographical Information System) database, including gathering information and data, reporting on land and resource use activities for specific areas/locations
- Reviews existing or incoming data for accuracy, usefulness, quality, and completeness of documentation
- Assists in the use of the permit tracking system

Reporting

- Reports to Director through the GIS and Planning Technicians
- Prepares GIS mapping products, including the design and implementation of digital and hard-copy maps for all municipal departments as required;
- Assists the GIS Technician in preparing and updating maps and graphics for reports, advertisements, and presentations, including official maps for municipal planning strategies and land use by-laws
- Assists the GIS Technician in preparing and updating maps for other departments and agencies as required
- Analyzes GIS data to identify spatial relationships or display results of analyses, using maps, graphs, and data
- Develops and maintains links between various databases, as required;
- assists with the integration of data from external agencies

¹ Job descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Job descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The Employer reserves the sole and unfettered right to make changes to this job description, as required by the organization, without impact upon the employment relationship.

- Operates the Trimble GPS in the field as required
- Conducts site investigations and GPS related fieldwork (e.g. identifies GPS coordinates for roads, driveways, fire hydrants, etc.) as required utilizing the Trimble GPS and inputting data into ArcMap using ArcPad

Other

- Provides technical support to staff in the Planning Department on planning and GIS matters (e.g. GIS data creation, data transfers)
- Attends meetings with the GIS and /or Planning Technician to discuss map requirements

JOB CHARACTERISTICS

Work Environment

The term GIS Technician works primarily in an office environment but may be required to travel to complete site visits and GPS related fieldwork.

JOB REQUIREMENTS (KNOWLEDGE, SKILLS, EDUCATION, AND TRAINING)

Education & Experience

- Enrollment in or graduation from an education program related to Geographic Information Systems or land use planning technology is preferred

Knowledge, Skills, & Abilities

- Access to a vehicle for site visits or GPS field work as required
- Proficient with computers and related computer software
- Strong interpersonal and communication skills. Able to interact professionally with the staff, Council, and community
- Excellent organization and research skills
- Strong written and verbal communication skills
- Mathematical aptitude
- Excellent time management skills

Other

- Valid Nova Scotia's Driver's License