



Job Posting: #2021-22

Job Title: GIS Coordinator

Department: Corporate Services

Reports To: Manager, Assets & Technology Services

Status: Full Time Permanent

Hours per Week: 35

Salary: \$56,439 to \$68,601

Application Due Date: Friday May 14, 2021

Role Summary

Responsible for the coordination of all aspects related to the Geographic Information System (GIS), including maintenance of all municipal data; design and development; updates to all municipal GIS applications, special databases and GPS data collection. Provide support to other municipal departments with various types of mapping and graphical outputs using data linkages with GIS and ensure consistency of all Municipal GIS information.

Role Specific Duties and Responsibilities

Geographic Information Systems (GIS):

1. Perform best practices required to create and maintain the municipal asset database and attribution into the GIS including techniques such as digitizing, transforming, transposing, classifying, and geo-referencing in order to integrate applicable data into the GIS.
2. Oversee and participate in providing graphic services including preparation, layout, and design of a variety of reports, purchasing documents, displays, literature, maps and computer graphics; ensure the accuracy and completeness of digital GIS maps and data files.
3. Supervise the use, care and operation of GIS applications and equipment (i.e. Trimble, Tablets, Plotter), including the support, guidance, and training of these applications and equipment and any required troubleshooting of issue, including support to the municipal asset management, work management, and fleet tracking software.
4. Verify and post-process field collection data from municipal departments for accuracy, proper methods, techniques and compliance with applicable standards and specifications.
5. Coordinate GIS involvement and ongoing maintenance for municipal projects including the planning, system integration, database development, implementation and application development; Integrate GIS with other computer applications; meet with various GIS users and management to plan and discuss system requirements and develop and tailor applications to meet user needs; provide project status updates as needed.

6. Serve as system administrator for GIS ensuring that application software and hardware operates efficiently and meets the Municipality's needs, including configuring the GIS server, diagnose and correct operating errors, setting up user accounts, and loading and maintaining services on the map server.
7. Oversee the development of standards and procedures for the integration of data to the GIS system and maintenance of database security. Design and development of all databases associated with the GIS base map including relational databases.
8. Participate as a team member / recording secretary on the Municipality's Development & Infrastructure Team with respect to GIS matters or required data. Assist Emergency Operations Centre Planning Team and be on-call for emergency events.
9. Keep informed on demographic, social, economic, regulatory and relevant policy conditions by researching and networking with other professionals to evaluate and recommend GIS applications, programs, or software implementation.

Information Technology

1. In the absence of the Information Technology (IT) Technician, troubleshoot and resolve simple IT user issues or coordinate the utilization of an out-sourced service contract to ensure IT support during municipal operations.

General Duties and Accountabilities

1. Provides and maintains a high degree of confidentiality and security of information at all times. Ensures confidentiality of information provided to produce content for Council, and other sensitive information sources where information is developed prior to staff/public release.
2. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

Required Certifications and/or Health and Safety Requirements

1. Valid Class G Driver's Licence in good standing and reliable vehicle to use on corporate business.

Education, Skills and Experience

1. Completion of a post-secondary Degree program in Engineering, Geomatics, Geography or Information Sciences with a minimum of 2 years in a GIS field, preferably in a municipal environment.

2. Completion of supplemental education in GIS Software combined with minimum of 2 years of progressive database or application experience with AutoCAD, ArcGIS Portal, ArcGIS Online, and other ESRI applications, server applications and other related programs.
3. Strong conceptual, analytical, and problem solving skills.

Physical Demands and Working Conditions

- Working conditions are in a standard office environment and occasional site visits with exposure to written and verbal criticism from the public and phone/counter/office interruptions.
- Office Physical demands requires computer work concentration, sitting and standing. Site visit physical demands requires standing and moving, uneven ground, and occasional lifting. Some exposure to inclement weather and temperature conditions, loud noises, chemicals, dust etc.
- Normal hours of work are 35 hours per week, Monday to Friday. Available to attend evening and/or weekend meetings and other events, as required.

Contacts and Interactions

- Incumbent communicates regularly with municipal staff, contractors, suppliers, consultants, government agencies, regulatory bodies, stakeholders, and members of the public.

Applicant Information

- **Interested qualified applicants are invited to forward their cover letter and resume in PDF format directly to the Municipality quoting Job #2021-22 by Friday May 14, 2021 to:**

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.