



Be a city builder

Graphic Information System (GIS) Technician (C1059) (Currently Under Review)

File Number: COL00748

Service Area: Planning & Economic Development

Division: Planning and Development

Close Date: March 14, 2022

Position Type: Permanent - Full Time

Employee Group: CUPE Local 101

Summary of Duties

Reports to the Manager, Long Range Planning and Research. Develops applications for implementation of the Geographic Information System program and maintains related data bases; prepares documentation to support the applications developed and trains user groups in the use of the applications; compiles, tests, documents and maintains data bases; produces a variety of digital information outputs; provides technical support for planning and technical assignments; collects and disseminates information, in support of the Planning and Development Department, other Departments with the Corporation and outside agencies; and performs all the duties of an Integrated Land Planning Technologist, as required.

Work Performed

Develops and implements methodologies for GIS applications and projects with linkages to database programs using a variety of software including the ESRI suite of desktop and online applications.

Provides, obtains, and is accountable for the integrity, accuracy and content of Corporate files and planning related digital material posted on the City's Web page, used by the Planning and Development Department and other Corporate users.

Produces and exchanges digital data in various formats for destinations to and from the Corporation and maintains major Planning and Development Department or other assigned Corporate data bases.

In consultation with other Corporate staff, assists in the initial design, preparation and updating of procedures for database maintenance and map production and documentation manuals for use by others.

Compiles, prepares, catalogues, stores, maintains and reproduces all types of GIS generated graphics, photography and digital information in support of planning responsibilities using computerized methods.

Functions as Data Steward for Corporate GIS library.

Designs, composes or coordinates the preparation of digital files/digital outputs for the generation of multi-layered special graphics and maps for special projects, public presentations or hearings, reports, projects and documents, utilizing standard and/or automated instruments, equipment and techniques.

Liaises with other Departments, other public and private agencies on technical planning issues or data bases.

Provides instruction and training to others in the use of the developed application, operating instruction and procedures to perform their duties related to GIS applications.

Assists in the lay out and preparation of digital data for reports for publication.

Tests, evaluates and provides other corporate staff with specific information and makes recommendations concerning GIS software, hardware, data sources and technical requirements, as required.

Addresses inquiries and requests from members of the public for copies of graphic material(s), digital material and information derived from various data bases and attribute tables.

Performs all duties of the Integrated Land Planning Technologist, as required.

Performs related duties as assigned.

Qualifications/Experience

Two year College Program in GIS and Urban Planning or equivalent with a specialty in Geographic Information Systems.

Two to three years' related experience.

Specialized Training & Licenses

Skills and abilities in the following areas are necessary:

Working knowledge of the ESRI suite of desktop and online applications.

Valid Driver's Licence - Class G.

Compensation and Other Information

\$47,177 - \$66,841 (Level 10)

This position is currently under review by the CUPE 101 Joint Job Evaluation Committee.

Current hours of Work: Monday - Friday from 8:30am - 4:30pm

These hours of work are subject to change in accordance with the Collective Agreement and may include evening hours and Saturdays.

NOTE: Applicants may be required to complete a job related test.

Our hiring process is in accordance with the [City of London's Mandatory Proof of COVID-19 Vaccination Administrative Policy](#)

To apply online, please visit the City of London website at <https://bit.ly/3ssrYJ8>

As an inclusive employer, we are committed to providing a fully accessible recruitment process. Please contact us at any time during the recruitment process and let us know what accessible supports you may need.

If assistance is needed, please contact the Human Resources Division
Phone: 519-661-4930 TTY: 519-661-4889
Email: mycareer@london.ca

