



## **JOB DESCRIPTION**

**TITLE:** GIS TECHNOLOGIST  
**DEPARTMENT:** Information Technology  
**LEVEL:** 11

**Position Last Evaluated: Dec 2014**  
**Job Desc. Last Updated: May 2015**

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### **JOB SUMMARY**

Under the general direction of the Senior GIS Specialist, the incumbent performs a wide variety of duties to support the operation, maintenance and development of the City of Nanaimo Geographic Information System (GIS). The work consists of creating and maintaining spatial and related tabular data, performing spatial analysis, publishing electronic and hardcopy format maps, authoring reports or the creation of other electronic or hardcopy format visual and tabular information products that reference the GIS. In this capacity, the incumbent provides records management and decision support services to numerous departments across the organization. The work is performed within the terms of reference provided by established policies, standards and specifications pertaining to the GIS. The incumbent must be able to competently carry out and complete the work using a variety of computer assisted design (CAD), GIS and related application programs in an office or field setting.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Creates and maintains spatial and related tabular data stored within the GIS using a variety of electronic and hardcopy materials for reference including but not limited to civil engineering design drawings, land survey plans, sketches, schematics, aerial photography, remote sensing data or other existing spatial and related tabular data.
2. Formulates, maintains and carries out workflows and data entry procedures in support of the creation and maintenance of spatial and related tabular data stored within the GIS having regard for the applicable policies, standards and specifications.
3. Develops, maintains, executes and monitors quality control and quality assurance procedures in order to ensure that the spatial and related tabular data stored within the GIS conforms to established policies and meets applicable standards and specifications.
4. Develops and executes queries against spatial and related tabular data, performs spatial analysis and related analytical procedures. Imports, extracts, converts, transforms and disseminates spatial and related tabular data.

**TYPICAL DUTIES AND RESPONSIBILITIES (Cont)**

5. Authors, publishes and disseminates electronic and hardcopy format maps, tabular reports, charts, diagrams, schematics and other information products that reference the GIS.
6. Develops, codes and maintains scripts and software application programs in order to enhance and automate data entry processes, quality control and quality assurance processes, queries, spatial analysis or to enhance and automate the production of electronic and hardcopy format maps, tabular reports, charts, diagrams, schematics and other visual information products that reference the GIS.
7. Authors and maintains technical documentation and metadata for all processes, data, scripts and applications under the incumbents care and control in accordance with established policies, standards and specifications.
8. Tracks and monitors the progress of assigned work. Prepares and delivers verbal and written reports that document the status and progress of assigned work as directed.
9. Liaises and communicates with employees, consultants and external agencies as directed.
10. Responds to enquiries from employees, consultants, external agencies and the general public pertaining to maps, spatial and related tabular data and other information products that originate from the GIS.
11. Performs other duties as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Extensive knowledge of the use of CAD and GIS software technology in a local government setting as applied to asset and utilities records management, land records management and transportation systems.

Extensive knowledge of the principles of legal survey as they relate to the compilation and maintenance of cadastral mapping.

Thorough knowledge of CAD, desktop and mobile GIS application programs and software technology together with spatial and related tabular data extract, transform and load (ETL) application programs and spatial data capture techniques using global positioning systems (GPS) as applied to mobile GIS field data collection.

Knowledge of script and software application development, server GIS application programs and associated relational database management systems.

Ability to formulate and carry out workflows and GIS spatial and related tabular data entry procedures together with associated quality control and quality assurance measures.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (Cont)**

Ability to develop and execute queries against spatial and related tabular data, perform spatial analysis and related analytical procedures.

Ability to author maps, reports, charts, diagrams, schematics, technical documentation and related materials.

Ability to apply analytical techniques to isolate and identify problems and formulate remedies or solutions to identified problems.

Ability to read and correctly interpret civil engineering design drawings, plans, profiles, diagrams, sketches, schematics, aerial photography and remote sensing data.

Ability to read and correctly interpret land survey plans including but not limited to subdivision plans, reference plans, explanatory plans, strata plans, posting plans and air space plans.

Ability to read and correctly interpret certificates of title and related documents on deposit at the British Columbia Land Title Registry.

Ability to communicate with courtesy and tact in explaining policies, procedures, standards and specifications or exchanging data and information with employees, consultants, external agencies and the general public.

Ability to track, monitor and report the progress of work assignments together with the ability to plan and prioritize the completion of work assignments in order to meet multiple work assignment timelines.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

University degree in Geographic Information Systems or a related field.

A minimum of two (2) years' experience with the application of CAD and GIS technology.

Or an equivalent combination of education and experience.

Membership or eligible for membership in the Applied Science Technologists and Technicians of British Columbia (ASTTBC) as a Certified Technician or Applied Science Technologist.

Possession of a valid Class 5 BC Driver's Licence.

**GENERAL STANDARDS**

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

**GENERAL STANDARDS (Cont)**

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.

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