

Geographic Information Systems (GIS) & Operations Technician



Municipality of Brockton
Task List

Summary: Reporting to the Director of Operations, this position is responsible for performing and coordinating GIS with engineer and consultant related work within the municipality. This position will also be responsible for coordinating Operations data management and technical information to support the Director in legislative compliance. This position will support the Operations Department with capital asset planning and forecasting.

Location: Brockton

Class: Full-time, 35 hours per week

Department: Operations

Reports To: Director of Operations

Remote Work: N/A

Last Updated: November 2024

Supervises: N/A

Tasks:

GIS Mapping

1. Create maps for all departments as required.
2. Develop models to assist in strategic calculations.
3. Use GPS equipment and its supporting software.
4. Manage the collection of annual reflectivity data.
5. Provide technical GIS support for all users and non-users.
6. Develop and manage all web GIS data and applications.
7. Manage and supervise the GIS co-op student role.
8. Compile and organize data from maps, databases and other sources.
9. Create and maintain metadata.
10. Import, export and convert data within GIS.
11. Perform spatial analysis.
12. Maintain up-to-date information about the newest GIS technology and software advances.
13. Analyze, query and run reports using GIS data.
14. Database development and management for spatial and related data.
15. Travel throughout the Municipality to conduct field work for data collection.
16. Provide data from GIS to CityWide software.
17. Assist in meeting legislative requirements.

Operations and Data Management

18. Support managers in the scheduling of contractor work for planned programs and projects and the development of tenders and proposals.
19. Coordinate and participate in project stakeholder meetings.
20. Coordinate changes and developments with external departments on the GIS program and propose recommendations to the betterment of the program.
21. Provide technical assistance to the department on a regular basis, analyzing and monitoring operational/capital financial processes and budget.
22. Support, advise and provide input into the preparation and maintenance of the annual operational and capital budgets.
23. Assist the Director and Treasury with asset management component identification related to City Wide software.
24. Liaise with Director and manager to improve methods of budget formulation and review and develop forecasting techniques.
25. Support Operations Department compliance with regulatory documentation requirements.
26. Develop and measure, in collaboration with Director, standard service levels for internal processes and departmental services that do not have regulatory requirements, including public inquiries and requests.
27. Oversee receipt of approvals for construction and maintenance projects from various ministries, regulating bodies, the County official plan, and local zoning bylaws.

28. In collaboration with Lead Hands, prepare performance/compliance reports for the Director.
29. Identify continuous improvement opportunities for the department, including software and processes efficiencies.
30. Participate and assist with the development and monitoring of yearly Business Plans.
31. Performs other related tasks as assigned by the Director of Operations.

Other

32. Assists in establishing, maintaining and achieving goals, objectives and work plans.
33. Ability to review and interpret legislation related to Operations department.
34. Remains current on and adheres to Municipality of Brockton policies and procedures.
35. Ensures that own work is performed in a safe manner according to health and safety guidelines and procedures.
36. Performs other related tasks as assigned by management.

Education/Experience/Skills

1. A post-secondary degree or diploma related to GIS, Civil Technician or related field.
2. Previous experience in a municipal administration setting is preferred.
3. Knowledge and experience in municipal operations or public works maintenance activities.
4. Knowledge of the use of computer software including Microsoft Excel and ArcGIS Online.
5. Project Management certificate considered an asset.
6. Demonstrated knowledge of and proficient skills in varying computer applications including: website maintenance, Microsoft Office Word, Publisher and PowerPoint software, familiarity with Municipal software packages including Keystone and FileHold would be beneficial.
7. Ability to be flexible to changing demands while maintaining accuracy.
8. Solid verbal and written communication skills.
9. Works cooperatively with team members and staff in other departments to ensure necessary workflow and coverage.
10. Demonstrated knowledge of roles and responsibilities under the Occupational Health and Safety Act.
11. Strong organizational and time management skills.
12. Excellent business writing skills, attention to detail and adaptability.
13. Ability to deal with internal and external stakeholders with tact and discretion.
14. Assertive, confident and thrive under pressure.
15. Strong interpersonal communication skills.
16. Demonstrated ability to work collaboratively.
17. Ability to meet deadlines and work outside normal business hours, as required.
18. Valid G Driver's License.

Physical Effort and Working Conditions

1. Work is typically performed in a standard office environment with minimal exposure to hazards.
2. Fieldwork is required with exposure to physical hazards and contrasting weather conditions, including but not limited to, rain, snow, with the risk of unpredictable traffic.
3. The mental effort requires a significant degree of concentration on a variety of activities and the processing and interpretation of information.
4. There are constant interruptions, deadlines and changes of priorities.
5. Certain problems to be addressed require the ability to research to solve.
6. Regularly required to prioritize variable workload.
7. Sustained manual dexterity is required to operate normal office equipment.