Geographic Information Systems (GIS) Technician

Municipality of Brockton
Task List

Summary:	Reporting to the Director of Operations, this position is responsible for all GIS related work within the Municipality of Brockton, this includes data management, map creation and updates, app building and maintenance, and spatial analysis for all departments. This position will work closely with the Deputy Treasurer to maintain long term data for planning and future development and provide detailed information on municipal assets as requested.

Location:	Brockton	**Class:** Full-time, 35 hours per week	
Department:	Operations	**Reports To:** Director of Operations	
Remote Work: N/A		**Last Updated:** October 2024	
Supervises: N/A			

Tasks:

GIS Mapping and Data Management

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 the 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.

Other

18. Assists in establishing, maintaining and achieving goals, objectives and work plans.
19. Remains current on and adheres to Municipality of Brockton policies and procedures.
20. Ensures that own work is performed in a safe manner according to health and safety guidelines and procedures.
21. Performs other related tasks as assigned by management.

Education/Experience/Skills

1. A post-secondary degree or diploma in GIS or related discipline.
2. Certified GISP (Geographic Information Systems Professional) or have the ESRI Technical certification is considered an asset.
3. Thorough knowledge of the use of computer software including Microsoft Excel, ArcGIS 10 desktop suite of products and ArcGIS Online.
4. 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.
5. Experience with spatial imagery is considered an asset.
6. Ability to be flexible to changing demands while maintaining accuracy.
7. Solid verbal and written communication skills.

8. Works cooperatively with team members and staff in other departments to ensure necessary workflow and coverage.
9. Demonstrated knowledge of roles and responsibilities under the Occupational Health and Safety Act.
10. Strong organizational and time management skills.
11. Excellent business writing skills, attention to detail and adaptability.
12. Ability to deal with internal and external stakeholders with tact and discretion.
13. Assertive, confident and thrives under pressure.
14. Strong interpersonal communication skills.
15. Demonstrated ability to work collaboratively.
16. Ability to meet deadlines and work outside normal business hours, as required.
17. 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.