

GIS Technician – Summer Term

The **Municipality of the County of Kings** is a community of communities, both urban and rural, offering an exceptional lifestyle to residents. We are looking for a dynamic, values-based individual to support our vision of being *a community of communities where all people belong* by joining our fantastic team.

If you think you are up for the challenge, we invite you to consider joining us in our mission of providing municipal services to residents, businesses, and organizations in a friendly, effective and innovative manner. The goal of the **GIS Technician-Summer Term** position is to offer the successful candidate an opportunity to improve their skills and gain experience working in a municipal environment.

Our commitment is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. If you are ready to take on the challenge, we invite you to consider joining us in our mission of providing municipal services to residents, businesses, and organizations in a friendly, effective, and innovative manner.

We encourage applications from Indigenous People, Persons of African Descent, and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons, and members of other historically underrepresented communities. While we recognize the inherent difficulty of doing so, if you are a member of a traditionally excluded or marginalized community, you are encouraged to self-identify in your cover letter or your resume.

Hours - 35 hour work week, Monday to Friday 8:30am – 4:30pm

Wage - \$21.00 per hour

Work term is from May 5, 2025 to August 29, 2025

Duties

The Municipality is seeking a student or recent graduate with an ESRI ArcGIS skill set, a high attention to detail, and a willingness and ability to participate in some outdoor fieldwork. The Technician's duties will primarily support the following initiatives:

- Support the GIS Team with daily requests from both internal and external helpdesk systems. This could include but is not limited to the creation or amendment of existing maps, editing of municipal datasets, data entry and/or spatial analysis and geoprocessing.
- Assisting with synchronization of GIS data between the ArcGIS enterprise geodatabase, ArcGIS Online and the Municipal asset management system.
- Digitization of CAD files, as-built documentation and aerial imagery to ArcGIS Enterprise.
- Assisting other municipal staff with water sample and data management, and field work related to the Municipality's Lake Monitoring Program. Assisting with drone operation and capture of data in an outdoor environment.
- Development and improvement of web maps and apps for internal and public use.
- Other duties as required.

In past summers, GIS students have had the opportunity to work on a number of projects not listed in their official duties. These projects have included work on Municipal Heritage Properties, Community Wellhead Protection, Pollution Abatement and special mapping projects for Community groups i.e. watershed and water sampling sites for The Friends of the Cornwallis River Society and trails mapping for local trail societies.

Required Competencies

- Demonstrated knowledge and competency using ESRI ArcGIS suite of software.
- Experience with Microsoft Word, Excel and PowerPoint;
- Ability to work independently and as part of a team;
- Strong verbal and written communication skills. Knowledge of online web map and app creation is considered an asset

Desired Competencies

- Experience with GPS technologies;
- Experience with surveying methods;
- Strong swimming skills and experience with a canoe.

To apply, please merge your cover letter and resume into one document and email Cathy Nichols, Human Resources Manager at workhere@countyofkings.ca. Submission deadline is **4:30pm Friday, February 21, 2025**.

To provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments, and changes throughout our recruitment process. Persons who anticipate needing accommodation for any part of the recruitment process may contact, in confidence, workhere@countyofkings.ca.

Offer of employment is conditional upon the completion of all applicable reference and background checks.

We thank all applicants for their time and effort in applying, however, only applicants selected for an interview will be contacted.