



JOB TITLE: Utilities Assistant - GIS
DEPARTMENT: Utilities

JOB SUMMARY

Reporting to the Manager, Water Distribution, the Utilities Assistant – GIS will assist technical staff with the physical survey of various water system appurtenances and property posts to be obtained and recorded in GIS.

DUTIES / RESPONSIBILITIES

- Physically locates water service valves, meters, property posts or any other pertinent features
- Conducts field surveys and operates survey instruments and computer equipment to measure and record specific geographic points
- Records measurements and other information obtained during field survey activities
- Determines precise geographic locations using global positioning systems (GPS) equipment
- Keeps records, measurements and other survey information in systematic order
- Assists the Engineering Technologist in the preparation of detailed drawings, charts and plans
- Updates computer-based records, spreadsheets and other documents
- Communicates with customers in a courteous, responsible and professional manner, including responding to public enquiries regarding the nature of the task being completed
- Works in compliance with the Regional District of North Okanagan Occupational Health and Safety Plan
- Maintains harmonious working relationships with Regional District staff, elected officials, members of the business community and the general public
- Performs other duties as may be assigned from time to time

SUPERVISION RECEIVED AND EXERCISED

Immediate Supervisor:	Manager, Water Distribution
Positions directly supervised:	n/a
This position is responsible for:	
<input type="checkbox"/> Assigning work	<input type="checkbox"/> Reviewing work
<input type="checkbox"/> Evaluating work	<input type="checkbox"/> Disciplining employees
<input checked="" type="checkbox"/> Not applicable	

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED

Education:	<ul style="list-style-type: none"> ▪ Enrolled in or a recent graduate from a post-secondary program related to Geomatics, Civil Engineering or Geographic Information Systems (GIS), or a related field
Experience:	<ul style="list-style-type: none"> ▪ Six months of experience in a water or technical related field
Licenses / Certificates / Registrations:	<ul style="list-style-type: none"> ▪ Valid Class 5 BC Driver's License
Specific Skills:	<ul style="list-style-type: none"> ▪ Ability to respond to the public with tact and courtesy ▪ Knowledge of manual and computer-aided drafting methods, practices and techniques ▪ Knowledge of land surveying and engineering practices and procedures ▪ Physically fit and capable of lifting and transporting survey equipment, and digging manually for potentially hidden figures ▪ Ability to work outdoors in all kinds of terrain and weather ▪ Ability to work alone with limited supervision ▪ Ability to learn and use GPS equipment for recording various feature locations ▪ Sound working skills in the use of MS Office programs (Word and Excel)
Special Requirements:	<ul style="list-style-type: none"> ▪ Will require a reliable, safe vehicle ▪ May be required to work outside the normal working hours, including weekends, from time to time

CLASSIFICATION

Wage Level 2

JOB DESCRIPTION

Effective date: January 15, 2019