



**JOB TITLE:** GIS Technologist  
**DEPARTMENT:** Corporate and Administrative Services

**JOB SUMMARY**

Reporting to the Information Services Manager, the GIS Technologist implements, maintains, and administers specific Cityworks systems, while acting as a liaison between departments, partner municipalities, outside contractors, and consultants.

**DUTIES / RESPONSIBILITIES**

- Implements, designs, maintains, and administers Cityworks and related databases
- Maintains specialized reporting, databases, programming and manuals
- Assumes technical responsibility for and provides troubleshooting expertise for internal and external users
- Conducts annual Cityworks data audits of tables
- Performs data integrity checks, data updates, with regular maintenance reports and annual performance analysis
- Creates custom programming and operational software tools
- Troubleshoots, diagnoses, and resolves hardware, software and system malfunctions
- Contacts vendors regarding software releases, patches, uploads and downloads
- Researches, designs, and tests program customizations for departmental needs within Cityworks
- Uses SQL programming logic to create custom database reports
- Researches, designs, and implements specialized reports for management and daily operations
- Identifies end-user training needs, creates documentation and methodology and trains end-users in the use of new and/or existing software, programs, and business processes
- Maintain harmonious working relationships with municipal and Regional District staff, elected officials, members of the business community and the general public
- Undertakes emergency training and assist as directed in supporting the District's emergency response mandate
- Performs other duties as may be assigned from time to time

**SUPERVISION RECEIVED AND EXERCISED**

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

**KNOWLEDGE, ABILITIES AND SKILLS REQUIRED**

<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ A two-year technical diploma or applied degree program in Geographic Information Systems or Computer Sciences, or equivalent</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Two years of experience within a local government GIS department</li> </ul>
<b>Licenses / Certificates / Registrations:</b>	<ul style="list-style-type: none"> <li>▪ Valid Class 5 BC Driver's License</li> </ul>
<b>Specific Skills:</b>	<ul style="list-style-type: none"> <li>▪ Superior knowledge and skills in operating and maintaining Cityworks</li> <li>▪ Sound knowledge and skills in the ESRI Suite of products, AutoCAD, FME, and Microsoft SQL Server</li> <li>▪ Ability to interpret maps, drawings and property records</li> <li>▪ Working knowledge of local government computerized and manual mapping standards, techniques and procedures</li> <li>▪ Working knowledge of asset management principles</li> <li>▪ Excellent mathematical skills</li> <li>▪ Accurate and detail oriented</li> <li>▪ Sound working skills in the use of MS Office programs</li> <li>▪ Able to work independently with limited supervision</li> <li>▪ Strong interpersonal and communication skills, both written and verbal</li> <li>▪ Aptitude for learning new technologies</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>▪ May be required to work outside the normal working hours, including evenings and weekends, from time to time</li> </ul>

**CLASSIFICATION**

Wage Level 11

**JOB DESCRIPTION**

Effective date: February 6, 2019