



GIS Editor/Planning Technician

Job Opening ID 1374

Posting Date: August 29, 2023 – Closing Date: September 12, 2023

Job Description

Section: GIS Operations
Division: Planning Services
Department: Growth and Infrastructure
Initial Reporting Location: Tom Davies Square

Job Status: Permanent Position
Number of Vacancies: 1
Affiliation: Inside Unit
Hours of Work: 70 hours bi-weekly
Shift Work Required: No
Range of Pay: Group 12 - \$31.21 to \$39.37 per hour

The start date will follow the selection process.

This position is eligible to [work remotely](#) on a part-time basis.

Characteristic Duties: Under the general supervision of the Coordinator of GIS Operations.

1. Act as a resource to Planning Services Division staff in research, surveys, reports, policy development and specialized studies on land use planning and environmental issues.
2. Prepare Geographic Information System (GIS) data, survey data, maps and plans for CGS, government agencies, consultants and the public.
3. Work in cooperation with members of the Planning Services Division to ensure that the departmental goals, strategic plan, objectives, quality standards, policies and procedures are adhered to.
4. Assist with the management, collection, analysis, organization, and dissemination of GIS Operations information for the CGS geospatial data portfolio.
5. Required to train internal staff on how to use specialized GIS online web applications such as online maps and dashboards.
6. Prepare custom reports, graphics, charts, maps, plans, documents, and survey data for internal and external use.
7. Perform quality assurance and quality control on the CGS GIS Asset Models (e.g. storm, water and wastewater).
8. Assist in writing procedures regarding Section software applications and provide information regarding procedures as required.
9. Provide support to the Emergency Operations Centre (EOC) on a 24/7 basis as required, in the event of a declared emergency or disaster.
10. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.

11. Perform other related duties as required.

Qualifications:

- University Degree in Planning, Geomatics, Geography or Environmental Studies or a related discipline from a recognized university with Canadian accreditation.
- Demonstrated proficiency in GIS software (e.g. ESRI Software Suite, Autodesk Suite, ArcGIS online, Excel, Access, CAD).
- Six (6) months up to and including twelve (12) months of directly related experience.
- Ability to demonstrate knowledge of planning theory and design, and effective skills in research methodology.
- Experience with data visualization software (e.g. Business Intelligence such as PowerBI, ESRI Insights, Tableau).
- Ability to work with computer software and administrative systems in a Windows environment (e.g. file maintenance, word processing, spreadsheet applications, information input and retrieval, etc.).
- Able to work independently to complete tasks, respond to department requests and to collaborate with others.
- Excellent use of English; verbally and in writing.
- French verbal skills highly desirable; written skills an asset.
- Satisfactory health, attendance and former employment history.
- Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

How To Apply

We must receive your resume before 11:59 p.m. Tuesday, September 12, 2023. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
 - .doc
 - .docx
 - .txt
 - .pdf
 - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

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The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](http://www.greatersudbury.ca/applicants)

Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email myJOBS@greatersudbury.ca