



**THE CORPORATION OF THE TOWN OF AMHERSTBURG
CORPORATE SERVICES
SUMMER STUDENT PROGRAM
GIS TECHNICIAN STUDENT
JOB DESCRIPTION**

Nature of Work

The person in this position will assist in supporting the GIS Coordinator/Business Analyst in maintaining all aspects of the Town's GIS.

Controls Over the Work

The GIS Technician performs a variety of duties under the direct supervision of the GIS Coordinator/ Business Analyst.

Particulars of the Position

- The office hours are from 8:30 a.m. to 4:30 p.m. Monday through Friday.
- The student would be required to work up to 37.5 hours per week but no minimum hours can be guaranteed
- A valid Class "G" driver's licence is required to be able to travel between facilities and to visit the different infrastructure and assets of the Town
- Wages to be paid as per the current Part Time Wage Grid

Required Qualifications

- Must be currently attending an educational facility and enrolled for fulltime education at the post-secondary school level
- Documentation of student status will be requested if a position is offered.
- Enrolled in a college or university program with a concentration in Geomatics, or with Geomatics concentration and/or Civil/Environmental Engineering or a related field currently entering 3rd or 4th year of the program
- Basic to intermediate understanding of ESRI ArcView 10.x
- Basic understanding of ArcGIS Online
- Analytical thinking to review and analyze existing information
- Database manipulation/creation (excel/access)
- Proficient with computers (Word, Excel, PowerPoint)
- Ability to read and understand engineering drawings relating to Town infrastructure (buildings, roads, sewers, water)

Duties and Responsibilities

- Use of GIS programs to complete database entry, layer creation, layer edits and with other forms of data and databases
- Complete document research to assist in the creation and updating of data in the Towns GIS database
- Train staff in ArcView GIS as well as Web Mapping Applications

- Also acts as asset management clerk for the Towns asset management program
- Also includes GPS fieldwork, updating various spatial datasets