

GIS / Survey Technician – Summer Term

The **Municipality of the County of Kings** is a community of communities, both urban and rural, offering an exceptional life-style 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.

Our commitment is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. 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.

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 under represented communities. While we recognize the inherent difficulty of doing so, if you are a member of an equity-seeking group, you are encouraged to self-identify in your cover letter or your resume.

The goal of the **GIS/Survey Technician Summer Term** position is to offer the successful candidate an opportunity to improve their skills and gain experience working in a municipal environment.

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

Wage - \$20.00 per hour

Work term is from May 8, 2023 to August 25, 2023

Duties

The Municipality is seeking a student or recent graduate with an ESRI ArcGIS skill set, a high attention to detail, and who enjoys working outdoors. The ideal candidate would also have training and experience in topographic surveying, either with GPS or line-of-sight survey equipment. Working with ESRI ArcGIS and Leica technologies, the GIS Technician's duties will primarily support the following initiatives:

- Digitization of CAD files, as-built documentation and aerial imagery to ArcGIS Enterprise;
- Producing maps related to digitized data;
- Survey of Municipal and Village-related infrastructure assets, including, but not limited to, water and wastewater assets, and digitization to ArcGIS Enterprise;
- Planning, coordination of volunteers, water sample and data management, and field work related to the Municipality's Lake Monitoring Program;
- Other duties as required.

In past summers, GIS and Survey 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 Pro;
- Experience with Microsoft Word, Excel and PowerPoint;
- Ability to work independently and as part of a team;
- Strong verbal and written communication skills.

Desired Competencies

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

Please merge your cover letter and resume into one document and email to Cathy Nichols, Human Resources Manager, Municipality of the County of Kings at workhere@countyofkings.ca. Submission deadline is **4:30pm Friday April 14, 2023**

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.