

STUDENT GIS TECHNICIAN

DEFINITION

Under the direction of GIS staff, the Technician assists in a variety of GIS duties, such as data capture, compilation, storage, topology, georeferencing, analysis, map production and reporting. A supervisor issues detailed instructions on all but very routine duties and frequently inspects work during progress and upon completion.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:

- Assists in the GIS section on GIS projects as required.
- Uses ESRI GIS software to compile, store, manipulate and output Saanich data layers as required.
- Uses GPS hardware and software to collect Saanich data.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB:

- Working knowledge of GIS methods and principles.
- Working knowledge of ESRI GIS software and geodatabases.
- Working knowledge of spreadsheet software.
- Ability to communicate effectively in writing.
- Attention to detail and problem solving abilities are key.
- Demonstrates Saanich Core Competencies as they relate to this position (see all behaviour statements):
 - Adaptability - willingness to be flexible in a changing work environment
 - Relationship Building - establishes and maintains respectful and cooperative working relationships.
 - Effective Communications - communicates effectively with others.
 - Problem Solving - recognizes and acts to resolve problems.
 - Customer Focus - provides excellent service to both internal and external customers.

REQUIREMENTS:

- Completion of one year post secondary education
- Enrolment in a full time post secondary education program is mandatory.
- Preference will be given to those enrolled in a Geography, Geomatics or Engineering Program at a University or Technical Institute.
- A valid B.C. Class 5 driver's licence.
- Physically fit to perform field duties.
- One month work experience.

STANDARDS:

- Support and uphold the established policies and objectives of the municipality in all areas of activity.
- Will not release or discuss non-routine municipal or departmental business without prior authorization.
- Adhere to all established municipal and departmental rules and regulations.
- Maintain the performance levels set by the department in the execution of all duties and responsibilities.

- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with the supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.
- Uphold the Municipal Safety Policy; promote, monitor and ensure compliance with the Workers' Compensation Board regulations within the workplace.