



**FRASER VALLEY REGIONAL DISTRICT
GIS TECHNICIAN (TIME-DURATION)
FULL-TIME HOURS
Competition #2012-24**

The Fraser Valley Regional District is inviting applications from qualified candidates to fill the (Time-Duration) position of GIS Technician to work in our Communications and Technology Department. The term of this position will be approximately six (6) months.

The successful candidate will work as part of a team to achieve an efficient operation through reliable maintenance and operation of the GIS including the production of all types of graphic presentations with experience using ArcGIS and AutoCAD. This position will be responsible for completing an ongoing project, which will include the updating of data sources.

Knowledge, Skills and Abilities:

- Have a college or university diploma and formal training in a GIS related field from a recognized post-secondary institution, and have a minimum of one year's practical experience in computer operation and GIS, or equivalent combination of technical and work experience.
- Proficient in the latest computer technology and programs and possess strong computer skills.
- Sound knowledge of drafting methods, principles and techniques, and familiar with AutoCAD, ArcGIS, ArcVIEW, LANs and graphic input and output devices.

The start rate for this Union position is \$24.57 per hour (\$22.30 plus 10.2% in lieu of benefits), and upon successful completion of the 3 month probationary period the wage will increase to \$28.92 per hour (\$26.24 plus 10.2% in lieu of benefits).

If you are interested in applying for this position, please submit a detailed resume, along with a cover letter, indicating how you meet the qualifications. Please quote Competition #2012-24 and send, in confidence, by 4:30 p.m. on November 5, 2012 to:

jobs@fvr.d.bc.ca or mail to:

Human Resources Department
Fraser Valley Regional District
45950 Cheam Avenue
Chilliwack, BC V2P 1N6

or fax confidentially to: 604-702-5461

FRASER VALLEY REGIONAL DISTRICT

JOB DESCRIPTION

Date: November 2007

1. CLASS TITLE: GIS Technician
2. PAY SCALE: Pay Grade 107
3. DIVISION: Corporate Services
4. DEPARTMENT: Communications and Technology
5. ORGANIZATIONAL RELATIONSHIPS:
 - (a) Reports to: Manager of Communications and Technology
 - (b) Supervises: No staff supervision
 - (c) Coordinates with: Planning Department staff and staff from other Departments, Provincial agencies, other Local Governments and the general public.

6. GENERAL ACCOUNTABILITY:

The incumbent in this class assists management to achieve an efficient operation through reliable maintenance and operation of the GIS including the production of all types of graphic presentations.

Under supervision, the incumbent will perform a variety of routine assignments, including preparation and completion of specific cartographic, database, graphic, and other information, and updating databases. Assignments and responsibilities are subject to review, inspection and evaluation by the Manager of Communications and Technology in accordance with established procedures.

7. NATURE AND SCOPE OF WORK

As directed and under supervision, responsibilities include:

- a. Perform skilled drafting duties in the preparation of cadastral, automated and general maps and charts.
- b. Prepare sketches, diagrams and drawings of works for buildings and water, sewer, solid waste, and other utilities - both "to be built" and/or "as built".
- c. Maintain the GIS data base, compile data, digitize maps and drawings as required for entry into the GIS data base, and implement GIS applications.
- d. Perform other related duties as required.

8. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- a. Must have a college or university diploma and formal training in a GIS related field from a recognized post-secondary institution. Must have a minimum of

one year's practical experience in computer operation and GIS, or equivalent combination of technical and work experience.

- b. Proficient in the latest computer technology and programs and possess strong computer skills.
- c. Ability to perform a variety of drafting tasks, with a sound knowledge of drafting methods, principles and techniques. Familiar with AutoCad, ArcGIS, ArcVIEW, LANs and graphic input and output devices.
- d. Ability to make arithmetic calculations, to operate calculating equipment and to use and maintain a broad variety of drafting and printing equipment and supplies.
- e. Skilful in the operation of normal drafting instruments, duplicating machines and related equipment. Sound knowledge of land survey system of B.C.
- f. Must possess or acquire familiarity with all types of maps, plans, air photographs, map catalogues, etc.
- g. Ability to work without close supervision and exercise good judgment and effectively handle conflicting priorities and non-routine situations.
- h. Clear and effective written and verbal communication skills, with the ability to explain technical information in non-technical terms.
- i. Must have good public relations skills with the ability to remain courteous, tactful and diplomatic in dealing with the public, and with difficult clients
- j. Good interpersonal skills and the ability to establish and maintain an effective working relationships
- k. Must be able to handle confidential and sensitive matters with discretion and integrity.
- l. Must possess full stereoscopic and colour vision.
- m. Must be in possession of a valid Driver's Licence for the type of Fraser Valley Regional District vehicle being driven.

9. WORKING CONDITIONS

The incumbent in this class will normally work 8:30 a.m. - 4:30 p.m., Monday to Friday and, on occasion, may work overtime as authorized. The incumbent may be required to travel in the performance of duties.

RECORD OF CHANGES:

October 2012 – Change in reporting structure