



EMPLOYMENT OPPORTUNITY

GIS Coordinator

Tsawwassen First Nation (TFN) is a proud Coast Salish nation with our land base situated in Tsawwassen, B.C. In 2009, the Tsawwassen First Nation Final Agreement came into effect – this treaty was the first modern urban treaty in BC and the first treaty to be successfully negotiated through the BC Treaty Commission process. The Treaty provides us municipal, provincial and federal types of jurisdiction over a land base of 724 hectares.

Tsawwassen First Nation also became a full member of Metro Vancouver, the first First Nation to do so. We are now going through a period of revival and renewal as we plan our future and seek opportunities to sustain our growth physically, economically and culturally, for present and future generations.

TFN is seeking a qualified GIS Coordinator to join our team. Reporting to the Programs & Capital Projects Engineer, this position will assist all departments within TFN.

Position Summary

The GIS Coordinator will assist with the transfer of large amounts of asset, infrastructure, cadastral, addressing, permitting and regulatory data into a TFN GIS system.

The GIS Coordinator will develop and implement data quality control measures in collaboration with other staff and consultants. This position will work closely with TFN records management procedures and will help ensure that TFN's GIS is structured to adapt with changing departmental needs, and that it integrates with existing programs (such as a maintenance management program for TFN infrastructure assets). The GIS Coordinator will identify opportunities to further expand the use of GIS at TFN, such as creating a field staff maintenance schedule interface or integrating with future financial programs.

This position will also involve analyzing data, maintaining data, creating maps, and using spreadsheets, and using graphics to present information.

Specific Responsibilities

- Responsible for GIS data creation, conversion, maintenance and accuracy, as well as ensuring data is accessible by other TFN staff as needed.
- Create maps and graphical materials for presentations and departmental uses.
- Spatial analysis, geo-processing tasks and data synthesis as needed.
- Maintenance of TFN's:
 - Address data (including liaison with relevant agencies such as Canada Post and emergency services)
 - Infrastructure data to support maintenance and financial asset management programs
 - Subdivision, legal base, and cadastral datasets
- Create custom scripts and/or tools.
- Help develop a GIS based permit and license approval tracking system.
- Interpret plans, drawings, surveys, engineering record drawings, and other regulatory documents.
- Assist with drafting reports to Executive Council.
- Assist with permit and license applications and reviews.
- Contribute to strategic development of GIS records management procedures, and implementation of these procedures (GIS standards and QA/QC procedures).
- Coordinate content updates for TFN Lands and Municipal Services Department related website pages with appropriate staff / departments.
- Assist with 'Needs Assessments' pertaining to software resources.
- Other duties as required.
- May be required to assume other responsibilities during emergencies in the municipal environment.

Qualifications

- GIS diploma / degree is preferred with 3-5 years relevant experience; or an equivalent combination of education and experience.
- Data entry experience.
- Familiar with asset management and planning approaches in municipal environment.
- Proficient with ESRI GIS technology and Microsoft Office Suite (Outlook, Word, and Excel).
- Valid Class 5 BC Driver's License and the use of a reliable personal vehicle.

Preferences

- Ability to communicate effectively, exercising considerable courtesy, tact and diplomacy verbally and in writing to the community, other stakeholders and municipal employees.
- Experience with AutoCAD, FME, and graphic software such as Sketchup or Adobe Creative suite would be considered assets.
- Knowledge of relevant laws and procedures related to the design of streets and utilities, capital work projects, including MMCD.
- Ability to work independently with minimal supervision.
- Experience in working with the community and dealing with complaints and requests for services from the community.

Working Conditions

Work requires moderate physical exertion such as bending, lifting, carrying, pushing, and climbing. Work may be indoors or outdoors, including working in inclement weather. May be exposed to noise generated by power tools and passing vehicles.

Qualified applicants are invited to submit their resume and cover letter to hr@tsawwassenfirstnation.com

Wages: Competitive pay commensurate with qualifications with excellent extended benefits and enrolment in the BC Municipal Pension Plan.

Pursuant to the Tsawwassen First Nation Government Employees Act, first priority in hiring among qualified applicants will be given to Tsawwassen Members, second priority to spouses (as defined in s. 3 (1) of the BC Family Law Act) of Tsawwassen Members, and third priority to members of other First Nations. If you fall within one of these categories and you wish to have this voluntary information considered as part of your application, please indicate the applicable category in your cover letter.

We wish to thank all interested applicants; however, only short-listed candidates will be contacted for interview.