

## Planning and GIS Technician

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Full-time Position – Reports to the Manager of Operations and Development Services

Monday to Friday – 8:30 to 4:30

### Definition:

Reporting to the Manager of Operations and Development, the Planning and GIS Technician performs a variety of technical and administrative functions relating to the creation and maintenance of the Village's GIS and planning systems. The Planning and GIS Technician works with municipal departments on major projects and supports both Staff and external stakeholders with mapping data requests.

### General Duties:

- Create, maintain and update cadaster base map and all related mapping and GIS data (Zoning, OCP)
- Maintain and update engineering drawings and related GIS for water, sanitary, and storm infrastructure
- Respond to BC One Call requests
- Provide mapping/GIS data and drawings, including presentation-ready graphic materials, to internal and external stakeholders
- Prepare and update drawings and maps for engineering and construction projects
- Prepare planning reports and correspondence
- Assist with creation and maintenance of the asset management program
- Attend Development Services department meetings
- Attend Council and/or other Committee meetings as required
- Other duties as required.

### Knowledge, Skills and Abilities

- Knowledge of municipal zoning and planning practices
- Ability to research, compile and analyze spatial data
- Ability to interpret and apply blueprints, drawings, specifications, standards and regulations
- Ability to maintain clear, complete, and organized field notes, inspection reports, "as-builts"
- Ability to work both independently and as a supportive member of the team
- Ability to cope under pressure and work to tight deadlines
- Strong written and verbal communication skills
- Strong organizational skills and a high attention to detail
- Available to work outside regular office hours for evening meetings, special events such as community events hosted by the Village, or in emergency situations.

**Qualifications:**

- Certificate/Diploma in CAD/GIS Technology
- Minimum two years' related experience, preferably in a Local Government setting
- Knowledge of municipal zoning and planning
- Proficiency in all Microsoft Office programs and AutoCAD
- Ability to work both independently and as a supportive member of the team
- Post-secondary education in Civil Engineering or Planning an asset
- Valid Class 5 B.C. Driver's License and satisfactory Driver's Abstract