

CITY OF HAMILTON**PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**
(PLANNING DIVISION – COMMUNITY PLANNING - - LOCATION 71 MAIN ST. W., 5TH FLOOR)**SENIOR CARTOGRAPHIC TECHNICIAN - CUPE 5167****SUMMARY OF DUTIES**

Reporting to the Manager, of Community Planning, directs and works with Technicians in performing digitizing, map compilation, data management and the design and preparation of maps, plans, reports, , other materials and displays for internal and external clients. Schedules and assigns work as required and reviews work for quality and accuracy.

GENERAL DUTIES

Directs Technicians in preparing, producing and updating maps, graphics, overlays, graphs and certificates using GIS and various other computer software for internal and external clients. Schedules and assigns work as required and reviews work for accuracy and quality.

Designs and produces difficult and/or complex layout design and formatting of publications and reports.

Prepares, produces and updates difficult and/or complex maps and graphs using GIS and various other computer software for internal and external clients. Recommends cartographic solutions and specifications as appropriate to ensure product quality and maintainability.

Creates and maintains difficult and/or complex GIS datasets for Official Plan schedules, existing zoning by-laws, the new Zoning By-law, heritage designations, municipal numbering, etc.

Performs complex and/or difficult GIS database functions and analysis through spatial and attribute queries.

Prepares difficult and/or complex illustrative materials such as concept drawings, artist renderings and mapping to assist in understanding development applications, site descriptions and site plan reviews.

Reviews and interprets aerial photos, legal surveys and sketches for the creation and production of difficult and/or complex mapping.

Operates equipment such as printers, specialized large scale printers, photocopiers and scanners, fax machine, digital camera and digital overhead projector.

Receives and answers counter inquiries and routine complaints from internal/external clients. Sells, prints and photocopies mapping related products.

Creates difficult and/or complex presentation materials for internal clients such as in support of agenda items for Economic Development and Planning Committee meetings.

Performs preventative maintenance on specialized tools and equipment.

Produces complex and/or difficult 2D/3D computer generated models for specialized projects.

Creates and prepares difficult and/or complex exhibits for Local Planning Area Tribunal hearings.

Troubleshoots unsupported computer hardware and software. Makes minor repairs and adjustments as required.

Researches, evaluates and makes recommendations to Manager on new technology, technical procedures and related employee training requirements. Creates and implements related employee training outlines and workshops.

Reviews and updates operational and procedural manuals. Writes new procedures as required.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other related duties as assigned which are related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated knowledge in designing and producing mapping and graphic materials normally acquired by the completion of a two year program at the Community College level in cartographic technology, Municipal Planning or related field, or an equivalent combination of education and relevant work experience.
2. Considerable working experience in a drafting or graphics field.
3. Experience in a computerized environment and a working knowledge of Microstation, Corel Draw, Excel, ACAD, Adobe Creative Suite, Word, Access, Geographic Information System,, 3D Drawing experience.
4. Ability to lead and direct Technicians.
5. Excellent interpersonal skills to communicate effectively with all levels of City staff, external consultants and suppliers.
6. Considerable experience in a Cartographic or GIS environment.
7. High level of organizational skills.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
