

## CITY OF HAMILTON

### **PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**

**(PLANNING DIVISION – COMMUNITY PLANNING – LOCATION – 71 MAIN ST. W., 4<sup>TH</sup> FLOOR)**

### **CARTOGRAPHIC GIS (GEOGRAPHIC INFORMATION SYSTEMS) TECHNICIAN - CUPE 5167**

#### **SUMMARY OF DUTIES**

Reporting to the Coordinator, Information Systems & Cartography Planning, the Cartographic GIS Technician performs digitizing, map compilation and data management associated with internal applications and the preparation of Planning related maps (digital and print), plans, reports, and other promotional materials.

#### **GENERAL DUTIES**

Prepares, designs, produces, maintains, and updates maps and overlays using the ESRI suite and other tools.

Recommends cartographic techniques and specifications to meet request requirements.

Performs a range of GIS/Cartographic services related to Planning & Development applications including georeferencing, labelling, and the preparation of illustrative materials such as concept drawings, and mapping to assist in understanding development applications, site descriptions and site plan reviews.

Reviews and interprets aerial photos, legal surveys, sketches and planning/development related notes for the creation and production of mapping used for various purposes such as presentations and public notice advertisements.

Operates and performs preventative maintenance on specialized large-scale plotters, photocopiers and scanners.

Creates and maintains GIS datasets for Official Plan schedules, Zoning By-laws, heritage designations, Committee of Adjustments, addressing etc. Performs GIS spatial analysis and attribute functions as appropriate.

Receives and responds to inquiries from internal/external clients, including the delivery of standard and custom maps, and other related products.

Creates presentation materials supporting agenda items for Economic Development and Planning Committee meetings.

Manipulates 2D/3D computer generated models for specialized projects.

Creates and prepares exhibits for Ontario Land Tribunal hearings.

Designs and creates display panels and presentation materials for public engagement events.

Follows the established request management practices and procedures.

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

#### **QUALIFICATIONS**

1. Demonstrated knowledge in designing and producing digital and print mapping normally acquired by the completion of a two-year program at the Community College level in Geographic Information Systems, cartographic technology, Municipal Planning or related field, or an equivalent combination of education and relevant work experience.
2. Work experience in a drafting or GIS field.
3. Experience with Microsoft Suite (Office, Teams, MS 365), Adobe Suite, Corel Draw, Web Design/HTML and 3D drawing.
4. Practical experience in GIS (ESRI ArcGIS Suite of applications (ArcPro, AGOL) preferred).
5. Must have good time management skills and be able to work in a fast-paced environment.
6. Must have good interpersonal skills.
7. Some knowledge of processing tools (Model Builder, FME) and scripting languages (Python, Arcade, SQL) considered an asset.
8. Experience in a municipal setting considered an asset

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

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