

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(PLANNING DIVISION – COMMUNITY PLANNING - - LOCATION 71 MAIN ST. W., 5TH FLOOR)

GIS PLANNING TECHNICIAN - CUPE 5167

SUMMARY OF DUTIES

Reports to the Manager Community Planning and GIS. Prepares, maintains, updates, manipulates and analyses the digital maps and associated databases related to the department's Geographic Information System. Creates custom database and thematic maps; inputs, manipulates and retrieves spatial and tabular data and investigates field conditions as necessary. Performs quality assurance/quality control tasks to ensure data integrity.

GENERAL DUTIES

Updates, maintains, manipulates and analyses the department's Geographic Information System.

Ensures the integrity of data.

Compiles source document work packages for data conversion.

Undertakes and assists in the analysis and reconciliation of conflicting data, whether from a spatial or relational database sources.

Plots plans/maps and creates custom thematic maps.

Completes daily work sheets and data delivery reports.

Performs manual and automated quality assurance/quality control data validity checks.

Provides software support for geo-spatial applications.

Prepares special data reports.

Prepares reports, information bulletins, brochures and updates websites and correspondence.

Creates custom user commands and batch files for geo-spatial applications.

Drives a vehicle, investigates field conditions to collect and/or verify the integrity of data content and data positional accuracy.

Undertakes and assists in the development of automated processes and custom cross tabs for major projects.

Receives and answers enquiries from staff and the public. Assists Planners in the preparation of reports and presentations.

Assists with the creation and maintenance of custom applications using programming and relational database knowledge.

Assists in the development and review of procedures.

Demonstrates system functions and workflow procedures.

Identifies and assists in the resolution of problems related to geo-spatial software, geo-spatial data and the department's Geographic Information System as a whole.

Identifies and requests supplies, software and special equipment requirements.

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

QUALIFICATIONS

1. Previous GIS experience related to duties listed above normally acquired through a Diploma from a two-year Community College course in GIS or related program and related work experience.
2. Demonstrated ability to compile, prepare and analyze source documents for conversion, perform manual and automated quality assurance/quality control data validity checks, plot plans, input, manipulate and retrieve landbase data and investigate field conditions.
3. Working knowledge of Intergraph Microstation, Geomedia and Access.
4. Must possess a valid Class "G" Driver's Licence.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

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