

## CITY OF HAMILTON

**PUBLIC WORKS DEPARTMENT**  
**(ENGINEERING SERVICES DIVISION – GEOMATICS & CORRIDOR MANAGEMENT**  
**LOCATION – 100 KING ST W, 2<sup>ND</sup> FLOOR)**

**GEOMATICS - GIS SUPPORT TECHNICIAN – CUPE 5167**

**Summary of Duties**

Reporting to the Senior Project Manager of Geomatics (Technical Services), the Geomatics GIS Support Technician is expected to prepare, maintain, update, manipulate, and analyze digital files and associated databases related to the department's Geographic Information System(s)

**Responsibilities**

Compile, prepare, and analyze source documents for conversion to GIS layers and datasets including Engineering datasets, Cadastral datasets, and other various datasets that are of importance to the dept/division.

Input new incoming drawings, maps, plans, and reports into GIS datasets, using configurable and desktop GIS software.

Work with various City sections and divisions to collect, maintain, and archive new digital drawings, maps, plans, and reports.

Maintain the City's Digital engineering drawing numbering system, digital filing systems for drawings, plans, and reports.

Develop and keep procedures and guidelines up to date and relevant.

Liaising with the public by completing drawing and plan request searches using various GIS systems, applications and datasets, including the collection of fees for each request.

Providing general direction and guidance to Technical Services students.

Perform QA/QC tasks on various databases to ensure data integrity.

Receives and answers inquiries from staff, public, and other departments.

Maintain and organize any hardcopy drawings, plans, and reports to be sent to off-storage.

Provide direction to Public Works Staff on how to scan, copy and, print various drawings, maps and plans using large scale printing and copying solutions.

Perform preventative maintenance on large scale plotting equipment such as changing ink cartridges, loading paper

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

**Qualifications**

1. Previous demonstrated GIS experience related to duties outlined above normally acquired through a Diploma from a two year Community College course in GIS or related program and related work experience.
2. Working knowledge or Esri ArcMap, ArcGIS Online, GIS databases (Oracle, FGDB and shp) MicroStation, Adobe Acrobat, MicroSoft Office Suite, and Canon/OCE plotting solutions.
3. Understanding the City's Record Retention policies as well as a working knowledge of relevant legislation (i.e. Freedom of Information and Protection of Privacy Act, etc.), and procedures related to information management, data standards, intellectual property rights, data security, copyright license data sharing agreements and privacy to ensure data is maintained in a secure environment and that the City's interests are met and value gained.

4. Must be able to communicate effectively, both orally and in written form.
5. Ability to carry out all facets of the work independently and as part of a team

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