



## **JOB DESCRIPTION**

**Position:** GIS Student  
**Division:** Environmental Services  
**Department:** Engineering and Public Works  
**Reports to:** Geographical Information System and Asset Analyst

### **Position Summary:**

Under the general direction of the GIS/Asset Analyst, the GIS Student will support the ongoing maintenance of data and applications within the Environmental Services division.

### **Goal Statement:**

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

### **Duties and Responsibilities:**

- Assist with GIS data collection in the field using GPS equipment. Data pertaining to the Municipality (water, wastewater, storm sewer, etc.)
- Scan, compile and organize as-built municipal drawings in the Department Network
- Record data and data editing of municipal infrastructure
- Public and worker safety through due diligence, safe equipment operation and applying safe work methods and procedures
- Maintain a positive public image working with or in view of the general public
- Actively participate in the staff meetings, training and planning discussions
- Ability to work individually and as a member of the team
- Other related duties as may be assigned from time to time

### **Qualifications:**

- ❑ Currently enrolled in a College or University Program or Co-Op Program (Geographical Information System, Engineering or Environmental Science Technology preferred)
- ❑ Previous applicable knowledge and/or experience with GIS data and Global Positioning System (GPS) units for data collection
- ❑ Excellent interpersonal skills and time management



- ❑ Must be competent within the meaning of the Occupational Health and Safety Act
  
- ❑ Ability to use computers, scanners and related software
- ❑ Valid class “G” Ontario’s Driver’s Licence
- ❑ Must be able to work in the field to collect data and information
- ❑ Provide a satisfactory Criminal Record Check prior to starting employment

**PREPARED BY:** Maria F. Camacho  
William Versloot

GIS/Asset Analyst  
Human Resources Generalist

**APPROVED BY:** Greg McClinchey

Chief Administrative Officer

**UPDATED:** February 2019

**SUPERSEDES DATE:** NA