



## External Posting

### GIS Technician 1 (911) – Temporary, Full-time, up to 5 months

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**Posting Date:** Wednesday, March 27, 2019

**Closing Date:** Wednesday, April 10, 2019 @ 12:00 NOON

**Wage:** \$ 24.76 – \$ 27.13 per hour

**Classification:** CUPE Inside Class 5

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Due to a recent leave of absence, we have had an opportunity come available for a **temporary full-time GIS Technician 1 (911)** with our GIS team in the Community and Planning Services department. Reporting to the Manager, GIS, the GIS Tech 1 is responsible for maintaining the 9-1-1 Civic Addressing function and ensuring liaison with Area Municipalities and Emergency Response Agencies, as well as creating and maintaining associated or other corporate GIS map layers, databases, and hardcopy mapping. This job will work a 35-hour work week, Monday to Friday.

Responsibilities of the GIS Tech 1 will include, but not be limited to:

- Coordinate and act as the District of Muskoka liaison for the 9-1-1 Civic Addressing function.
- Create and maintain any related GIS data bases and mapping (using ESRI and MapInfo) and other corporate data bases as requested (including road centerline and civic address point file).
- Provide ongoing contact with agencies involved in 9-1-1 Civic Addressing such as the Area Municipalities, Provincial authorities, MPAC, Bell and emergency service providers.
- Ensure that information is maintained, secured and provided in accordance with data sharing agreements and any other applicable requirements.
- Create and update procedural manuals and guidelines related to 9-1-1 Civic Addressing.
- Provide information or advice to management, emergency service providers, District or Area staff, the general public or others respecting 9-1-1 Civic Addressing.
- Coordinate the 9-1-1 summer test call program including giving direction to the test call student.
- Respond to public inquiries for GIS map layers or hard copy mapping.
- Review MPAC property boundaries and submit requests for correction.
- Review digital submission requirements for new subdivision and condominiums.
- Provide GIS based custom mapping solutions for Area Municipalities and the public as required.
- Provide administrative support for the department on request; and
- Perform other related duties as assigned.

The skills, experience and qualifications we are seeking for this job include:

- Graduate of a two-year Community College diploma in a related field or equivalent, with an additional one-year certificate course in GIS.
- Minimum of one year previous experience in GIS software and data management in a municipal or related environment with additional on-the-job training of up to 1 year.

We would expect that your strengths will include excellent communication skills, including making presentations, the ability to speak and write in a clear, effective manner, and strong computer and data management skills. Proven ability to work in a team, effectively interact with others and have the ability to handle a number of ongoing projects. As this role may entail occasional fieldwork, the ability to travel throughout the District is required.

If you have the necessary skills, experience and qualifications, please review the **“How to Apply”** instructions on our Website before submitting your application.

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.