



qathet REGIONAL DISTRICT

GIS/Survey Technician (FULL-TIME)

The qathet Regional District Corporate Administration Department is seeking a dynamic individual to fill the full-time, unionized position of GIS/Survey Technician.

Under the direct supervision of the Manager of Information Technology, the GIS/Survey Technician is a unionized position, accountable for providing a diverse range of technical support services related to the mandate and core service offerings of the Technical Services Division.

Services range from the collection and processing of asset data through to the development of Asset Management Plans for each Regional District Service, as well as providing technical and administrative support regarding capital delivery and disposal projects. The Division is accountable for maintaining data within the Regional District's asset management application(s), as well as developing and maintaining the Regional District's Geographic Information System and geodatabases. In addition, the Division provides corporate-wide technical services to support Regional District day-to-day operations and activities (e.g. IT systems, software applications, end-user technical support, mapping services).

The GIS/Survey Technician is accountable for applying GIS technical expertise within a local government environment to develop and maintain the Regional District's Geographic Information System and Data. The GIS/Survey Technician provides services related to field surveys, GIS data collection and management, data entry, and data manipulation. The GIS/Survey Technician works within a highly collaborative environment to ensure the successful implementation and maintenance of the Regional District's Asset Management Program.

As a member of the Technical Services Division, the GIS/Survey Technician is also accountable to provide services related to computerized information systems, internal and external mapping services, and other technical services related to supporting the day-to-day operations of the Regional District, as directed by the Manager of Information Technology.

EDUCATION, EXPERIENCE & TRAINING:

1. Geomatics/Survey Technician Diploma or post-secondary education in GIS, Geography, or a related field
2. ESRI Certification or equivalent education/experience
3. 3 years' experience collecting geographic utility field data, and gathering and monitoring of spatial field data, including municipal utility, services and cadastral



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4. 3 years' experience in developing GIS and Asset Management Systems and building 3D terrain models
5. Holds a valid BC Driver's License (Class 5)
6. Computer science/IT services experience considered an asset
7. Local Government experience considered an asset
8. Membership with or eligibility for membership with the ASTTBC is considered an asset
9. An equivalent combination of education and experience may be considered

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of Canadian Spatial Reference System, NRCAN Precise Point Positioning Service, Integrated Cadastral Information Society, BC Digital Road Atlas and ParcelMap BC
2. Knowledge of the Canadian Next Generation 911 (NG911) adoption, implementation and data maintenance requirements as per the National Emergency Numbering Association (NENA) data standard
3. Demonstrates ability to design, develop, and maintain complex GIS applications
4. Demonstrates ability to work with many of the ESRI suite of software products including ArcGIS Online, Experience Builder, ArcGIS Enterprise and legacy products including ArcGIS (ArcMap, ArcCatalog, WebApp Builder etc.)
5. Demonstrates superior keyboarding skills to perform computerized drafting, produce reports/graphic materials
6. Demonstrates ability to plan and organize projects to produce cost effective and quality results
7. Demonstrates the ability to multi-task effectively, possesses exceptional time management and problem-solving skills, with a strong attention to detail
8. Ability to design, execute and document Extract, Transform and Load workflows to support external key actors
9. Demonstrates excellent trouble shooting and analytical skills especially as related to computer information systems
10. Demonstrates ability to work in a team environment and to work independently, with minimal supervision
11. Demonstrates strong interpersonal and communication skills
12. Ability to lift, carry or organize equipment and supplies as required
13. Ability to work safely within both a field and office environment



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The current wage rate for the GIS/Survey Technician is based on the 2023 rate of \$39.47 / hour. The position is subject to CUPE Local 798 Collective Agreement, and the wage is subject to change based on the CUPE Local 798 Collective Agreement negotiations currently in progress.

Hours of work are Monday through Friday, 8:30 am to 4:30 pm. The qathet Regional District offers a comprehensive health and benefits package and has a flexible work program. We thank all applicants for their interest. However, only those selected for an interview will be contacted.

Formal testing will be required. Interested applicants are invited to submit a covering letter and resume detailing experience and qualifications pertinent to this position in confidence to:

Caleb Allen, Manager of Information Technology
qathet Regional District
202-4675 Marine Avenue, Powell River, B.C. V8A 2L2
Email: employment@qathet.ca

Deadline for applications: Friday, April 4, 2025, 4:30 PM

A detailed job description is available at qathet.ca/careers.



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Job Description GIS/Survey Technician

Department	Asset Management and Strategic Initiatives, Technical Services Division
Reports To	Manager of Information Technology
Job Description Approval Date	August 9, 2017
Updated	March 7, 2025
Job Description Approved By	Al Radke

POSITION & DEPARTMENT SUMMARY:

Under the direct supervision of the Manager of Information Technology, the GIS/Survey Technician is a unionized position, accountable for providing a diverse range of technical support services related to the mandate and core service offerings of the Technical Services Division.

The Technical Services Division is accountable for providing a wide-range of technical services in relation to supporting the development and ongoing maintenance of the Regional District's Asset Management Program. Services range from the collection and processing of asset data through to the development of Asset Management Plans for each Regional District Service, as well as providing technical and administrative support regarding capital delivery and disposal projects. The Division is accountable for maintaining data within the Regional District's asset management application(s), as well as developing and maintaining the Regional District's Geographic Information System and geodatabases. In addition, the Division provides corporate-wide technical services to support Regional District day-to-day operations and activities (e.g. IT systems, software applications, end-user technical support, mapping services).

The GIS/Survey Technician is accountable for applying GIS technical expertise within a local government environment to develop and maintain the Regional District's Geographic Information System and Data. The GIS/Survey Technician provides services related to field surveys, GIS data collection and management, data entry, and data manipulation. The GIS/Survey Technician works within a highly collaborative environment to ensure the successful implementation and maintenance of the Regional District's Asset Management Program. As a member of the Technical Services Division, the GIS/Survey Technician is also accountable to provide services related to computerized information systems, internal and external mapping

services, and other technical services related to supporting the day-to-day operations of the Regional District, as directed by the Manager of Information Technology.

KEY DUTIES AND RESPONSIBILITIES

Asset Management Technical Services

1. Provides technical expertise to support the development and implementation of the Regional District's Asset Management Program.
2. Contributes to the development and implementation of the Technical Services Division's Annual Work Plans.
3. Contributes to the ongoing collection and processing of data required to support decision-making processes associated with the Regional District's Asset Management Program. Maintains proficiency in the use of the Regional District's Asset Management application(s).

Field Survey Services

4. Establishes/ works with GIS survey data collection standards as per the Regional District's Asset Management Program. Creates/ utilizes existing GPS templates for each survey type, and establishes/ works with existing guidelines for field notes. Develops internal training materials pertaining to non-positional data collection standards.
5. Performs, and coordinates, survey field services to identify/verify geographical locations of physical assets associated with the delivery of Regional District public services. Captures spatial positions with appropriate level of precision.
6. Performs asset field surveys to collect complete and accurate data required to support Asset Inventory requirements, as per established criteria for each asset type.
7. Performs control surveys, in the absence of existing controls, as required to verify field measurements as directed by the Manager of Information Technology. Ensures accuracy of control survey title pages and notes are completed as per industry standards and best practices (e.g. Canadian Spatial Reference System, NRCAN Precise Point Positioning Service).
8. Conducts field verification surveys to verify As-Built Information/Records Drawings with asset survey data to support the Asset Management Program. Defines any spatial differences and geo-reference data. Performs geo-referencing when spatial differences exceed acceptable thresholds. Collaborates with Manager of Information Technology to address anomalies.
9. Conducts field verification surveys to verify As-Built Information/Records Drawings provided by external sources to ensure completed works adhere to contract terms.

Informs Manager of Information Technology and Contract Administrator of any contract deficiencies in relation to As-Built Information/Records Drawing submissions.

10. Provides internal survey services to support Regional District operational activities (e.g. Airport Obstacle Limitations Surface surveys as per Transport Canada Guidelines, topographic survey services, layout surveys, hydrographic/sounding surveys).
11. Maintains/ coordinates maintenance of survey equipment.

Asset Management Data Processing

12. Follows survey data management and quality control best practices to ensure integrity of original/raw survey data. Maintains accurate and complete metadata for all work performed.
13. Converts coordinate data into appropriate GIS/CAD format and verifies data accurately represents surveyed features. Notes and addresses anomalies in consultation with the Manager of Information Technology.
14. Extracts spatial position of assets from converted survey data and imports into Regional District's asset management program. Populates/inputs recorded attribute data for each asset into Regional District's asset management application. Records status of data completion for each surveyed area to track any further information requirements.
15. Drafts site sketches as required.
16. Contributes to the ongoing maintenance of accurate lists of Regional District-owned assets.
17. Processes legacy As-Built Information/Records Drawings, and those received from vendors. Converts digital files into appropriate GIS/CAD format. Reviews and verifies coordinate data in relation to recorded asset management data. Processes coordinate data into Regional District's asset management application. Performs verification surveys as required.
18. Contributes to the establishment and maintenance of As-Built Information/Records Drawings library, as per corporate records management. Maintains As-Built Information/Records Drawings Tracking Spreadsheet. Records changes to legacy digital files and stores with transformation parameters as per corporate records management.

GIS Mapping Services

19. Creates and maintains geodatabases of available current and historical layers. Monitors internal and external activities to ensure Regional District's geodatabase and GIS

System remain accurate and complete. Maintains accurate and complete metadata for newly built layers, or amended layers.

20. Provides mapping services, utilizing multiple mapping methodologies, and as per industry standards. Builds layers of GIS data to meet specific internal and external mapping requests. Ensures layers contain accurate spatial data, features, and meet visual standards. Maintains and supplies internal mapping Services to support internal department mapping requirements.
21. Supports development and maintenance of the Regional District's on-line public maps. Provides technical support to users accessing on-line maps. Generates maps (hard copy and/or pdf) for walk-in public requests.
22. Contributes to ongoing data development and maintenance of the Regional District's GIS System. Manipulates acquired data as per Regional District parameters. Conducts field verification surveys to verify coordinate data for completeness and accuracy as needed. Related job functions include:
 - a. Processing of GIS data acquisitioned from available external mapping layer sources
 - b. Processing of survey data into GIS System files
 - c. Processing of new civic addresses into spatial data and maps
 - d. Drafting legal data from hard copies of Legal Plans for Right-of-Ways, Easements and Covenant Areas into appropriate GIS/CAD formats
 - e. Working with Provincial Government data, and other available data sources, to integrate data for reporting purposes
23. Compiles and delivers GIS data as required by external entities, as per Limited Use Agreements.
24. Processes applications pertaining to new civic addresses.

Information Technology Services

25. Serving as a member of the Technical Services team, the GIS/Survey Technician assists the Manager of Information Technology in ensuring the day-to-day technological needs of the organization are met. Assists within parameters of technical skill set, and in relation to services provided by third-party outsourced IT Service Providers. Functions relate to:
 - a. IT Systems Management
 - b. IT Administration
 - c. End User Technical Support
 - d. Email System Support
 - e. Internet and Website IT Management
 - f. Mobile Devices

g. Telephone System Management

26. Provides ongoing technical support, as directed by the Manager of Information Technology.

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8. Membership with or eligibility for membership with the ASTTBC is considered an asset
9. Has an equivalent combination of education and experience

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of Canadian Spatial Reference System, and NRCAN Precise Point Positioning Service, ParcelMap BC, and National Emergency Numbering Association data standards
2. Demonstrates knowledge of, and proficiency in, SQL language skills and experience working with applications specific to the position (e.g., Autodesk Civil 3D, ArcGIS Pro, and Model Builder)
3. Demonstrates ability to design, develop, and maintain complex GIS applications
4. Demonstrates ability to work with many of the ESRI suite of software products including ArcGIS Online, Experience Builder, ArcGIS Enterprise and legacy products including ArcGIS (ArcMap, ArcCatalog, WebApp Builder etc.)
5. Demonstrates superior keyboarding skills to perform computerized drafting, produce reports/graphic materials
6. Demonstrates ability to plan and organize projects to produce cost effective and quality results
7. Demonstrates the ability to multi-task effectively, possess exceptional time management and problem-solving skills, with a strong attention to detail
8. Ability to design, execute and document Extract, Transform and Load workflows to support external key actors

9. Demonstrates excellent trouble shooting and analytical skills especially as related to computer information systems
10. Demonstrates ability to work in a team environment and to work independently, with minimal supervision
11. Demonstrates strong interpersonal and communication skills
12. Ability to lift, carry or organize equipment and supplies as required
13. Ability to work safely within both a field and office environment