



Co-op GIS Student (Auxiliary – 4 Months)

\$32.35 per hour (2024 rates) plus 14% in lieu of benefits

The District of North Saanich invites applications for a Co-op GIS Student (Auxiliary). The position would be full time and temporary lasting for a period of approximately 4-months (September to December).

Under the direction of the Director of Infrastructure Services, the Co-op GIS Student will focus on the update of the GIS system using various infrastructure data from record drawings, reports, and field collected data. Responsibilities include working within the GIS system, digital drafting, GIS attribute updates, survey tasks, map creation, and the use of GPS equipment.

If you have the following characteristics and qualifications, we would like to hear from you!

The successful candidate will have a High School Graduation and currently working towards completion of a diploma (2 years) in civil engineering, GIS, survey technology, geography, or a related field, as well as three (3) years of related experience including customer service experience, or an equivalent combination of education, training, and experience preferably in a Local Government environment. Possession of a valid B.C. driver's license (Class 5) is required.

This position is a Union position and is subject to the terms and conditions in the collective agreement between District of North Saanich and the Canadian Union of Public Employees Local 374. More information on this opportunity is available for review in the Employment section of the North Saanich website at www.northsaanich.ca.

Interested applicants should forward their resumes and cover letters quoting competition number **24-22**, on or before **4:00 PM Monday, July 15th** to:

Rachel Dumas, Deputy CAO / Director of Corporate Services
District of North Saanich
1620 Mills Road
North Saanich, B.C. V8L 5S9
careers@northsaanich.ca

The District of North Saanich thanks all applicants however, only those selected for an interview will be contacted.



DISTRICT OF NORTH SAANICH

Department: Infrastructure Services

Position Title: Co-op GIS Student (Auxiliary)

Effective Date: June 2024

Reports to: Director of Infrastructure Services

Position Summary

Under the direction of the Director of Infrastructure Services, the Co-op GIS Student will focus on the update of the GIS system using various infrastructure data from record drawings, reports, and field collected data. Responsibilities include working within the GIS system, digital drafting, GIS attribute updates, survey tasks, map creation, and the use of GPS equipment.

Key Responsibilities

- Employs Geographical Information Systems (GIS) with additional experience with Computer Aided Drafting (CAD).
- Compile, enter, and edit spatial and non-spatial attribute information from record drawings, field data collection and related documentation.
- Convert various files to a GIS format, update and produce data summaries and map revisions.
- Other duties as required.

Minimum Requirements

Education:

- High School Graduation.
- Currently pursuing completion of a diploma (2 years) in civil engineering, GIS, survey technology, geography, or a related field.

Experience:

- Three (3) years of related experience including customer service experience, or an equivalent combination of education, training, and experience preferably in a Local Government environment.
- Experience with relational database programs would be considered an asset.

Knowledge, Skills, and Abilities

- Knowledge of infrastructure terminology and record drawings.
- Knowledge of ESRI ArcGIS Software suite.
- Knowledge of AutoCAD
- Knowledge of mapping principles.
- Ability to research, compile, analyze, and enter data.
- Ability to maintain effective working relationships.

Job Provisos

- May be required to perform additional duties as assigned by supervisor.