

## **GIS COORDINATOR**

**ENGINEERING & PUBLIC WORKS**

**Salary (\$66,416 – \$83,020)**

**CLOSING DATE: NOON – DECEMBER 9, 2022**

### **YOUR OPPORTUNITY**

In this newly created role, you will be instrumental in developing, implementing, and executing a GIS Strategic plan for the Town of Oromocto. The GIS Coordinator will participate as a member of the Town's Engineering department who will collaborate with departmental staff to implement assessment management, maintenance and municipal planning projects and tools. This includes participating in the development and implementation of a framework, development of processes and procedures, supporting departments in the collection and tracking of asset data, coordination of asset condition assessments, implementation of lifecycle analysis, and coordinating the ongoing management of the program.

Persons in this position must have the ability to take on new tasks as technology progresses and are expected to keep up to date with the technology software, database management, design and development tools working autonomously while taking on assignments with little to no supervision.

If you are comfortable working in a fast paced and challenging work environment, embrace new opportunities for growth and thrive working within a multidisciplinary team, this may be the career opportunity for you.

### **WHY OROMOCTO**

Oromocto is located within the Capital Region of New Brunswick and is home to the Canadian Forces Base Gagetown, one of the largest military training centres in the Commonwealth. Over 25,000 consumers live within a 10 km radius. The Town of Oromocto provides all the advantages of a well-serviced urban centre yet prides itself on having small-town ambiance. Its multitude of trails, parks, and rivers is an outdoor enthusiast's dream and contributes to the overall quality of life. Oromocto is just minutes from the international airport, 15 minutes from Fredericton and an hour from the City of Saint John. We are a vital community with outstanding municipal services, a reliable labour force and an exciting quality of life.

## DUTIES & RESPONSIBILITIES

- Provide expertise of a fully competent GIS analyst to all conventional aspects of functional areas within the Planning, Public Works, and Utilities Departments.
- Establish, coordinate, and maintain data integrity procedures, processes and policies that efficiently enhance data integrity.
- Facilitate relevant technical support and mapping applications intended for GIS and non-GIS users for Engineering, Public Works, and Planning departments.
- Assist with developing and maintaining Asset Management capital plans and sustainable maintenance planning initiatives for annual operating and capital budgets.
- Collaborate with all departments to manage data files relating to the ongoing maintenance of infrastructure datasets and assets contained in the geodatabase and other asset management software.
- Compile survey and/or GPS data, asset inventory and orthophotos for creating digital and printed maps for use by other departments.
- Assist in establishing GIS workflows, standard operating procedures to document the creation and maintenance of GIS data.
- When necessary, assist with infrastructure field surveys, data collection and site inspections, as required.

## REQUIREMENTS

- Diploma or undergraduate degree in Geographic Information Systems, Geography, Geomatics, Computer Science or equivalent.
- Five (5) years' industry experience, preferably in a municipal environment, including two (2) years at a coordinator level with supervisory experience.
- Expertise with ESRI software is required. ArcGIS Pro, ArcGIS Online, publishing interactive web services and spatial analysis, spatial statistics, remote sensing and working knowledge of ESRI analysis tools.
- Experience with the development of mobile applications (Survey123, Collector, Field Maps) and ArcGIS Online web applications.
- Experience using Cityworks PLL and AMS will be considered a strong asset.
- Expertise in Enterprise Geodatabase management.
- Demonstrated proficiency with modern programming and scripting languages; Python, PL/SQL (Oracle), XML.
- Experience with survey equipment and AutoCAD is an asset

## SKILLS AND QUALIFICATIONS

- Demonstrated ability to manage multiple tasks with changing priorities and present information in a clear and concise manner.
- Knowledge of digitization and metadata standards specific to GIS data.
- Familiar with development of data models.
- Familiarity with Asset Management data and processes.
- Excellent oral and written communication skills and effective interpersonal skills.
- Strong cartographic skills.

## TERMS OF EMPLOYMENT

- Permanent, full-time, non-union position.
- Position located with the Engineering & Public Works facility at 181 Black Watch Ave.
- Salary: \$66,416 - \$83,020 commensurate with experience.
- English essential. The ability to communicate in both official languages is considered an asset but is not a requirement for this position.
- Public Works operates Monday to Friday (35 hours per week).
- Work is occasionally performed outside on engineering assignments with exposure to inclement weather, vehicular traffic, and occupational hazards, particularly on construction sites.
- Applicant must be capable of performing work duties under moderately stressful situations and be available to work overtime as may be required from time to time.
- Possessing a valid New Brunswick Class 5 driver's license.
- Full vaccination against COVID-19 is a condition of employment for newly hired Town of Oromocto employees except for those who have an exemption based on medical or religious grounds.

## APPLYING FOR THIS POSITION

Your resume must clearly demonstrate how you meet the requirements of the position. Please include any educational Degrees, Diplomas and/or Certificates that are relevant and required for this position.

Applicants can forward a completed [Application for Employment Form](#), resume, cover letter, and a portfolio of their work that they feel demonstrates their abilities relative to this position. Submissions can be sent in confidence to:

Town of Oromocto, Human Resources  
[hr@oromocto.ca](mailto:hr@oromocto.ca)

**CLOSING DATE: NOON – DECEMBER 9, 2022**

Thank you for your interest. Please note this posting has been extended due to a limited number of applicants. All previous applicants will still be considered, however only those candidates selected for an interview will be contacted.