

**GIS PLANNING AND PUBLIC WORKS
SUMMER STUDENT**

JOB SUMMARY:

The GIS Planning Summer Student is responsible for assisting the Legislative Services Department and the Public Works Department with the creation and revision of GIS mapping layers and with data management for planning and public works records.

IMMEDIATE SUPERVISOR(S):

- Clerk/Director of Legislative Services in consultation with the Planning Associate and Director of Public Works

SUBORDINATE POSITIONS:

- None

JOB RESPONSIBILITIES:

- Assist with the transferring of zoning maps into GIS format
- Updating zoning maps to reflect changes, such as zoning by-law amendments
- Gather GPS points in the field to create new GIS layers for the Roads and Water/Wastewater Divisions of the Public Works Department
- Digitizing planning and infrastructure asset records
- Assist with data management for Planning and Public Works records
- Perform other related duties as directed by the Clerk/Director of Legislative Services, the Planning Associate or Director of Public Works.

JOB REQUIREMENTS:

Qualifications:

- Currently enrolled in full-time studies in an information technology and/or planning related education program at community college or university; and returning to full-time studies in the following school term

- b. Proficiency and experience with ArcGIS and creating GIS layers
- c. Experience in gathering and inputting GPS points into a GIS system
- d. Proficiency with data management
- e. Familiar with Microsoft Office Suite
- f. Interest in municipal government and/or municipal planning is an asset
- g. Valid "G" Class Drivers license, driving record satisfactory to the Township and access to a reliable vehicle

SKILLS

- a. Must be highly motivated to work both independently in the field and within a team, office environment
- b. Must have strong verbal and written communication skills
- c. Must be able to work with minimal supervision
- d. Must be courteous and tactful in dealing with staff and the public

EFFORT

- Normal Workweek – 35 hours (Temporary Full-Time)

WORKING CONDITIONS

- May be subject to inclement weather and/or weather extremes during the discharge of responsibilities
- Considerable periods of sitting and/or moderate walking in the field may be required.

Approved by:

By: _____
CAO

On: _____

Created : February 2016