



Township of Huron-Kinloss  
 35 – 40 hours per week  
 Director of Public Works

Public Works GIS Student  
 Open Availability Required

This position will be responsible for the collection and distribution of GIS data, and assist in the maintenance of the databases.

Responsibility	Tasks
Geographic Information System	Develops and modifies the creation and implementation of Geomatic databases for spatial and non-spatial data
	Collects the necessary data to populate the Township's database using GPS equipment
	<p>Enters data into the database including, but not limited to the application of coordinate geometry, keyboard entry of tabular data, manual digitizing of maps, scanning and automatic conversion to vectors and conversion from other digital data.</p> <p>Creates web mapping products leveraging ArcGIS systems.</p>
Team Work	Working cooperatively with others to ensure all required tasks are completed on a daily basis
Customer Service	Act as an ambassador to residents and visitors

	Acknowledges complaints/concerns and directs them to the Municipal Office
Other duties as assigned	Ensures that own work is performed in a safe manner according to health and safety guidelines and procedures
Qualifications	<p>Require full G licence</p> <p>College or university student</p> <p>Ability to work independently</p> <p>Experience with ESRI products, especially ArcGIS Pro and ArcGIS Online</p> <p>Experience with Global Positioning System (GPS) surveying methods and equipment is an asset</p>

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.