

INTERNAL JOB OPPORTUNITY

POSITION:	GIS CAD TECHNICIAN	JOB POSTING #:	
DEPARTMENT:	Geomatics	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543350
POSTING STATUS:	Regular Full-Time	POSITION #:	
# OF POSITIONS:		GRADE/CLASS:	0.13
SHIFT WORK REQ'D:	No	SALARY RANGE:	
DEADLINE DATE:		HOURS PER WEEK:	33.75

DUTIES:

Under the direction of the GIS Administrator, carry out GIS CAD tasks as assigned, the preparation of computer-aided mapping and GIS layers and geo-databases, primarily using ESRI, along with AutoDesk and GeoCortex software. Other duties will include the development of an attributed street centerline, administrative boundaries, running and checking GIS topology and development of symbology, collecting, updating and analyzing GIS-related data. The GIS CAD Technician will also be expected to: Source, acquire and collect materials for subject data, verify existing municipal data based on specifications provided, review and convert relevant available data sources, data entry of existing paper-based information, perform quality control checks on converted data, document specifications, procedures and/or completed work. Operate all office and computer equipment including printers, plotters and scanners. Work in a computerized Windows networked environment. Maintain amiable relations with co-workers and the public. Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Perform other related office duties as assigned including deliveries and lifting items weighing up to 51 lbs.

QUALIFICATIONS:

- Must have a three (3) year Community College Diploma in one of the following disciplines: GIS Technology, Civil Technology or Planning Technology or related field or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of experience in GIS CAD software, such as ESRI suite, in a municipal civil engineering, planning, GIS or related environment;
- Must have a demonstrated proficiency in GIS CAD software and MS Access or a geo-database;
- Must have proven proficiency or knowledge of the Windows Operating system in a networked environment, file management and data conversion;
- Must be self motivated, work with minimal supervision, be prepared to train in the use of new software, have proven verbal and written communication skills;
- Must have proven organizational and time management skills;
- Successfully completing training in the Microsoft Suite of Products (Word, Excel, Access, Powerpoint) will be considered an asset;
- Proficiency in the following software is considered an asset: ESRI Products (ArcView, ArcEditor, ArcIMS, ArcGIS Server, GeoCortex), Adobe products (Acrobat, Photoshop, Illustrator, etc);
- Must be eligible for certification as a Technician with O.A.C.E.T.T., GIS professional recognized by GIS Certification Institute or other recognized professional organization;
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful Driver's License is required in accordance with the Highway Traffic Act and must provide a Driver's abstract as a condition of employment.
- May be required to lift supply boxes weighing 45-51 lbs.;
- Knowledge of demonstrable GIS concepts and some GIS programming will both be considered an asset.

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- Posting Period:**
- at 8:30 AM to at 4:30 PM
 - **APPLICATIONS WILL ONLY BE ACCEPTED DURING POSTING PERIOD**
- Who May Apply:**
- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
- How To Apply:**
- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach as resume, specifically noting the job posting number, your qualifications and experience as outlined above.
- Apply To:**
- In person to the Human Resources Department or one of the Customer Care Centres
 - By faxing your Job Transfer Form and resume to the Human Resources Department
- Update:**
- By Human Resources on March 10, 2014

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.