

| INTERNAL POSTING | | | |
|-------------------------|---|---------------------|---------------------------------|
| Position Title | GIS STUDENT - SUMMER/CO-OP | | |
| Department | INFORMATION SERVICES | Reporting To | MANAGER OF INFORMATION SERVICES |
| Level / Grade | <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Permanent <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Contract <input type="checkbox"/> Casual | Closing Date | MARCH 13, 2017 |

Position Summary

The geographic information systems summer student will perform a variety of tasks related to the maintenance of the Town of Drayton Valley's GIS system including:

- GPS field surveys
- Producing maps and sketches
- Creating geospatial data from CAD drawings and PDF documents
- Research, development and documentation of GIS automation techniques as directed

It shall be the responsibility of the incumbent to familiarize and abide by the Town's Safety Policies and specific job procedure requirements in the performance of his/her duties.

Primary Responsibilities

Responsibilities include, but are not limited to:

- Develop an accurate method to generate building footprints from raster images using ArcGIS software
- Document procedures and standards for data collection and data integration processes
- Capture data from AutoCAD drawings and digitizing PDF documents in order to maintain and update the Town's databases
- Perform GPS field surveys to capture the location of existing features such as streetlights, school signs, hydrants, etc. while maintaining the integrity of the equipment and data
- Process GPS data and ensure quality and accuracy

- Assist the GIS analyst in the creation of sketches for all departments and performing data queries using ArcGIS
- Support operational tasks related to ArcGIS Server and the Town's ArcGIS Portal internal web mapping interface
- Geo-process data obtained from numerous sources like AltaLIS and AbaData

Qualifications

Academic:

- The student must be attending a recognized post-secondary institution and be enrolled in Geographic Information Systems, Geomatics Technology or a related program and must be returning to school in order to qualify for this position.
- The most recent unofficial transcript(s) must be submitted with the application.

Other:

- Intermediate to advanced knowledge of ArcGIS applications
- Knowledge of cartographic principles, geoprocessing and digitizing techniques
- Familiarity with the Alberta Township System
- Ability to interpret maps, legal plans and construction drawings
- Excellent verbal and written communication skills
- Ability to take direction and clarify expectations
- Ability to work independently in indoor and outdoor environments
- Acute attention to detail
- Ability to observe and maintain ethical conduct as a public servant at all times
- Applicant must be legally entitled to work in Canada for the period of the work term
- Knowledge of Autodesk AutoCAD is an asset
- A valid class 5 Driver's license with a good driving record is an asset

Experience

- No experience necessary, however, a good working knowledge of ArcGIS software is required.

In-house training and guidance on procedures will be provided to the selected candidate.

Special Requirements

- Willingness to work outdoors under minimal supervision
- Capable of lifting and carrying a GPS kit for extended periods of time
- The ability to perform repetitive tasks using computer equipment is a must
- A Clear Criminal Record Check

Salary / Benefits

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Section 8.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 25, Schedule "A".

Assistance will be provided to the hired individual in documenting the Co-Operative Student Performance Evaluation (Co-op) if necessary.

Additional Information

Please submit a cover letter outlining your skills and experience along with your resume in confidence to:

Human Resources
Town of Drayton Valley
Box 6837
Drayton Valley, AB, T7A 1A1
Fax: (780)542-5753
Email: personnel@draytonvalley.ca

Internal deadline to apply is no later than 4:30 pm on Monday, March 13, 2017.

We thank all applicants for their interest. However, only those selected for an interview will be contacted. All information collected for the above offer of employment is done under the provision of the Freedom of Information and the Protection of Privacy legislation and will be used only for the evaluation of candidates.