

# Geographic Information Systems (GIS) / Asset Management Technician

Municipality of Brockton

Task List



<b>Summary:</b> This position is responsible to facilitate the collection, compiling, input, storage and retrieval of data for the GIS/Tangible Capital Assets system.	
<b>Location:</b> Brockton	<b>Class:</b> Full-time, 35 hours per week
<b>Department:</b> Operations	<b>Reports To:</b> Director of Operations
<b>Remote Work:</b> This position is eligible	<b>Last Updated:</b> July 2022
<b>Supervises:</b> N/A	

## Tasks:

### GIS Mapping and Data Management

1. Create maps for all departments as required.
2. Develop models to assist in strategic calculations.
3. Use GPS equipment and its supporting software.
4. Manage the collection of annual reflectivity data.
5. Provide technical GIS support for all users and non-users.
6. Develop and manage all web GIS data and applications.
7. Manage and supervise the GIS co-op student role.
8. Compile and organize data from maps, databases and other sources.
9. Create and maintain metadata.
10. Import, export and convert data within the GIS.
11. Perform spatial analysis.
12. Maintain up-to-date information about the newest GIS technology and software advances.
13. Analyze, query and run reports using GIS data.
14. Database development and management for spatial and related data.
15. Travel throughout the Municipality to conduct field work for data management.

### Asset Management

16. Data development and maintenance for asset management inventory.
17. Provide data from GIS to CityWide software.
18. Liaise with departments regarding asset additions and disposals.
19. Year-end reporting for projects.
20. Financial reconciliation of projects.
21. Assist in meeting legislative requirements.
22. Assists in the integration of the Asset Management Plan (AMP) and GIS for purposes of planning.

### Project Management

23. Assists with small project management oversight.

### Other

24. Assists in establishing, maintaining and achieving goals, objectives and work plans.
25. Remains current on and adheres to Municipality of Brockton policies and procedures.
26. Ensures that own work is performed in a safe manner according to health and safety guidelines and procedures.
27. Performs other related tasks as assigned by management.

### Education/Experience/Skills

1. A post-secondary degree or diploma in GIS or related discipline.
2. Certified GISP (Geographic Information Systems Professional) or have the ESRI Technical certification is considered an asset.
3. Specialization and experience in asset management.

4. Five or more years of progressively more responsible related experience with public sector asset management programs.
5. Knowledge and experience with Canadian and International asset management standards and best practices with a focus on municipal sector.
6. Thorough knowledge of the use of computer software including Microsoft Excel, ArcGIS 10 desktop suite of products and ArcGIS Online.
7. Demonstrated knowledge of and proficient skills in varying computer applications including: website maintenance, Microsoft Office Word, Publisher and PowerPoint software, familiarity with Municipal software packages including Keystone and FileHold would be beneficial.
8. Experience with spatial imagery and asset management is considered an asset.
9. Ability to be flexible to changing demands while maintaining accuracy.
10. Solid verbal and written communication skills.
11. Works cooperatively with team members and staff in other departments to ensure necessary workflow and coverage.
12. Demonstrated knowledge of roles and responsibilities under the Occupational Health and Safety Act.
13. Strong organizational and time management skills.
14. Excellent business writing skills, attention to detail and adaptability.
15. Ability to deal with internal and external stakeholders with tact and discretion.
16. Assertive, confident and thrives under pressure.
17. Strong interpersonal communication skills.
18. Demonstrated ability to work collaboratively.
19. Ability to meet deadlines and work outside normal business hours, as required.
20. Valid G Driver's License.

### **Physical Effort and Working Conditions**

1. Work is typically performed in a standard office environment with minimal exposure to hazards.
2. Minimal field work is required with exposure to physical hazards and contrasting weather conditions, including but not limited to, rain, snow, with the risk of unpredictable traffic.
3. The mental effort requires a significant degree of concentration on a variety of activities and the processing and interpretation of information.
4. There are constant interruptions, deadlines and changes of priorities.
5. Certain problems to be addressed require the ability to research to solve.
6. Hours of work are varied depending upon demand for services. Attendance at evening meetings or events may be required for this position.
7. Regularly required to prioritize variable workload.
8. Sustained manual dexterity is required to operate normal office equipment.
9. Work generally has a low risk of injury.