

## CO-OP STUDENT (GIS)

**Division:** Deputy City Manager      **Department:** Information Technology  
**Physical Location:** City Hall and other areas as required

**Type of Opportunity:** (please check one box)

Auxiliary Position (Co-Op)

**Anticipated Start Date:** Tuesday, September 4, 2018      **Anticipated End Date:** Friday, December 21, 2018

**Hours of Work:** 7 hours between 8:30am and 4:30pm, Monday through Friday      **Rate of Pay:** \$19.75 per hour  
As of June 24, 2018

### **General Accountability:**

#### **Purpose and Scope**

Reporting to the Information Technology Manager, and taking direction from the GIS Coordinator, the GIS co-op student performs a variety of technical tasks related to data clean-up, data uploading and data quality assessment. The GIS co-op student will gain experience and knowledge of how the City of Campbell River manages asset infrastructure data and will work with different City departments.

### **Nature and Scope of Work**

The GIS Co-Op Student will work closely with staff within the GIS section of the Information Technology department in support of delivering GIS services to various City departments. Primary responsibilities associated with this position include:

- Updating GIS data using ESRI products;
- Updating CarteGraph, the City's Asset Infrastructure Management software with infrastructure information;
- Producing maps and reports to meet customer requirements;
- Basic scripting to automate GIS tasks;
- Providing support to customers as they relate to general operational needs;
- Performing other related duties as assigned.

### **Necessary Qualifications:**

#### **Knowledge:**

- Knowledge of the functionality, operation and specifications of current industry standard GIS software.
- Knowledge of applied geography, projections, coordinate systems, datums, cartographic principles, documentation of applications and metadata.
- Knowledge of geographic information concepts, systems and applications.
- Basic knowledge of spatial database development, functionality and applications.
- Basic knowledge of software and computer techniques used for the maintenance of spatial data as related to departmental applications (e.g. ArcGIS).
- Basic knowledge of the functions of City departments and their requirements.
- Basic knowledge of safe work procedures.

**Skills:**

- Strong organizational skills.
- Strong verbal communication and technical writing skills.
- Sound analytical and problem solving skills.
- Safe work habits and practices.

**Abilities:**

- Ability to learn and adapt to new and changing technology to meet the goals and objectives of clients and the organization.
- Ability to plan and prioritize work, perform under pressure and meet deadlines.
- Ability to effectively document systems and prepare documentation.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to work both independently and as part of a team.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.

**Education:**

- Grade 12 or equivalent.
- Must be currently enrolled in a recognized university or technical college co-op program in Geographic Information Systems (GIS) or a related field such as environmental sciences or geography with a GIS component.

**NOTE TO APPLICANTS:**

**Co-Op Student Program Eligibility requirements:**

You must be registered with your educational institution's co-op program. VERIFICATION WILL BE REQUIRED.

**How to Apply:**

Please ensure that your resume and/or letter of application clearly sets out how your knowledge, skills, abilities, education, training and experience meet the Necessary Qualifications above.

ALL APPLICATIONS MUST BE DATE DELIVERED OR SENT TO HUMAN RESOURCES ON OR BEFORE THE CLOSING DATE AND TIME OF THE POSTING AS SHOWN BELOW. APPLICATIONS SUBMITTED BY EMAIL OR FAX WILL BE CONSIDERED DATE STAMPED EFFECTIVE THE TIME THEY ARE RECEIVED.

**Submit Resume and Covering Letter to:** Human Resources Department  
City of Campbell River  
301 St. Ann's Road  
Campbell River BC V9W 4C7  
Fax: (250) 286-5760  
Email: [careers@campbellriver.ca](mailto:careers@campbellriver.ca)

**Posting #:** COOP-18-45      **Closing Date and Time:** Friday, June 15, 2018 at 4:30pm