



## Position Description

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**POSITION TITLE:** Seasonal GIS Support  
**DEPARTMENT:** Corporate Services  
**REPORTS TO:** Corporate Services Director

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### **SUMMARY OF POSITION:**

The Seasonal Geographic Information Systems (GIS) Support will assist the Asset Management & GIS Specialist with field data collection, asset inspections, and basic GIS and records support. This role involves working outdoors to gather and verify asset information for municipal infrastructure.

### **RECOMMENDED TRAINING & QUALIFICATIONS:**

- Currently enrolled or recently completed a post-secondary program in Asset Management, Geographic Information System (GIS), Geography, Engineering Technology, computer science, or other relevant field
- Valid Class 5 Drivers License
- Understanding of GIS Software – ArcGIS, QGIS
- Excellent verbal & written communication and collaboration skills
- Ability to work outdoors in varying weather conditions
- Strong attention to detail and willingness to learn
- Microsoft Office Applications - Word, Excel, Outlook, Sharepoint, etc.
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, others as applicable

### **KEY DUTIES AND RESPONSIBILITIES:**

#### **1. GIS Functions:**

- a) Assist with field data collection and verification of municipal assets
- b) Accompany staff during asset inspections and condition assessments
- c) Collect photos, measurements, and location data using mobile devices and mapping tools
- d) Assist with updating asset and GIS databases under staff direction
- e) Support basic mapping and data organization activities
- f) Ensure collected data is accurate, complete, and properly documented
- g) Follow all municipal safety policies and procedures
- h) Provide ongoing support to the Asset Management & GIS Specialist

## **SEASONAL GIS SUPPORT JOB DESCRIPTION**

- 2. All other duties as assigned by the Corporate Services Director or Chief Administrative Officer**

### **WORKING CONDITIONS:**

- Combination of indoor office work and outdoor fieldwork
- Exposure to varying weather conditions

### **SAFETY COMMITMENT:**

Employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position is a safety sensitive position, so drug and alcohol testing is required on hiring.

\*Revised as of January 2026