

## Job Information

Job title	<b>Engineering GIS Coordinator</b>		Job Code: ENGGIS	Pay Grade: R
Title of immediate supervisor	Manager of Infrastructure Planning & Analysis			
Department/Division	Engineering / Water Resources			
Prepared by	L. Hatch			
Date Created	April 11, 2025	Revised date		

## Job Purpose

Coordinates and leads the ongoing development, administration, maintenance, optimization and expansion of the Geographic Information System (GIS) content for the Engineering Department. Supervises staff in the Engineering GIS team and provides GIS services across the Department including for the purpose of advancing the Corporate Asset Management Program. Services department GIS needs through data compilation, manipulation, analysis, reporting and mapping. Establishes and maintains a strong working relationship with Corporate GIS Services team as workflows are integrated.

## Duties and Responsibilities

- Staff Supervision:
  - Supervises staff in the Engineering GIS team.
  - Plans, prioritizes and assigns work, evaluates performance, provides mentorship, recommends timesheet absences and participates in recruitment processes
  - Ensures that GIS operating and maintenance procedures and protocols are documented and followed per corporate practice.
  - Ensure quality control checks are being undertaken for data integrity.
  - Ensures delegated authority for system operations from Information Technology (IT) Department is upheld through team practices
- Technical – System Design and Operations:
  - Establishes workplan priorities for Engineering GIS team based on department and corporate priorities.
  - Establishes and oversees the implementation of Engineering GIS projects to achieve outcomes from planning stage through testing and implementation, including own project assignments.
  - Designs, develops, compiles, analyses, and maintains the GIS datasets in the enterprise database as they relate to the Engineering Department assets.
  - Prepares technical documentation including project plans, procedures, manuals, database design documents, etc.
  - Leads content publishing in web Portal including web maps, dashboards, and story maps.
- Technical – Support Services:
  - Undertakes GIS analytics in support of department projects and initiatives including compilation statistics, annual reporting metrics and mapping.
  - Ensures that GIS data/system issues are investigated and resolved in a timely manner to minimize service disruption; escalates resolution through Corporate GIS Services as necessary.
  - Coordinates GIS licensing needs for the department; acts as department lead for Corporate-driven software upgrades; ensures Department-user transition, training and supports are in place for effective change management.
  - Identifies requirements/limitations and supports the interfaces between GIS and other engineering systems such as AutoCAD, modeling software, maintenance management software, asset

management software, etc.

- Develops content for and provides GIS user training for departmental staff; ensures training materials are kept current and accessible.
- Ensures supports are in place for a large and growing number of departmental GIS users of desktop, mobile and web-based GIS technology.
- Partnership with Corporate GIS Services and Others:
  - Participates in the Saanich GIS Community of Practice.
  - Researches and recommends through the Community of Practice, enhancements to GIS practices, protocols and delegated levels of authority for improved service efficiency.
  - Fosters partnerships internally and externally with other departments, agencies, service providers, and suppliers to promote shared knowledge and enhance innovation in GIS practices.
- Performs other related duties as required.

### **Qualifications**

- Degree in Geography, Computer Science, or related discipline with an emphasis on Geographical Information Systems.
- Six (6) years of experience in the field of GIS including one (1) year in a supervisory role. Experience in a municipal government setting is an asset.
- Extensive GIS project management experience.
- Expert knowledge of:
  - Esri ArcGIS suite of products
  - GIS principles, standards, and methods.
  - GIS desktop and web applications, field capture tools and data manipulation software, such as FME
- Proficient with relational database design and modeling.
- Proficient with GIS customization through scripting languages such as Arcade and Python.
- Functional knowledge of MS Power BI is an asset
- GIS professional certification is an asset.
- An equivalent combination of education and experience may be considered.

### **Physical Requirements**

No physical activity required.

### **Working Conditions**

Works in an office environment.