

Job Information

Job title	Engineering GIS Analyst	Job Code: ENGISA	Pay Grade: P
Title of immediate supervisor	Manager of Infrastructure Planning & Analysis		
Department/Division	Engineering / Water Resources		
Prepared by	N. Pallan		
Date Created	Aug 19, 2015	Revised date	April 1, 2020

Job Purpose

Performs Geographic Information System (GIS) work to support the ongoing development, maintenance and expansion of a municipal-wide GIS enterprise database. Performs technical work requiring support to a growing number of municipal GIS users. Requires working in both a team environment and independently. Develops procedures and implements them independently.

Duties and Responsibilities

- Designs, develops, compiles, updates, analyzes, and maintains departmental asset data including above ground and underground infrastructure. This includes crucial engineering datasets such as sewer, drain, water, sidewalks, traffic signals, crosswalks, capital works and construction information.
- Implements spatial / tabular data in relational databases ensuring that correct database structure, geometry and attribute rules are maintained.
- Prepares technical documents such as project plans and user manuals for departmental staff.
- Provides support for Engineering GIS modeling software for sewer, drain and water.
- Receives, records, and manages as-built and subsequent connection record data and compile in GIS along with maintenance of hyperlinks to related documents.
- Participates in the design, construction review and project management of engineering projects occasionally.
- Ensures adherence of work to MMCD standards.
- Supports asset management data collection, particularly in conjunction with the GIS.
- Provides information to the public and others on the location and details of municipal services and other engineering related GIS questions.
- Acts as contact for users and is responsible for the day to day maintenance of the Engineering Department plotters, color printers and large scale scanner/printers.
- Updates and converts AutoCAD and other computer formats, information such as Saanich Service Plates.
- Receives and records documents such as Legal Plans and Rights of Way from Land Titles.
- Determines addresses to be changed or assigned, in consultation with other Departments.
- Executes preliminary quality control/assurance programs on data to be stored in the enterprise GIS.
- Provides cartographic design and preparation of maps and reports for department clients.
- Provides spatial analysis for department queries utilizing GIS.
- Assists Department staff in learning how to use GIS applications.
- Assists in the evaluation, testing, installation and demonstration of new GIS software and related hardware and troubleshoot problems.
- Sits on GIS related committees.
- Performs other related duties as required.

Qualifications

- University Degree in Geography, Computer Science or related discipline with an emphasis on GIS.
- Five years of experience in the field of GIS with an emphasis on utilization of ESRI products.
- GISP (GIS Professional) certification is an asset.

- Diploma in Civil Technology is an asset
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.