Role Summary

The Geospatial Services Manager provides strategic and operational leadership for the Geographic Information Systems (GIS), field surveying, drafting, and related geospatial information services within the Engineering Department. The role ensures that information related to linear assets and associated structures is accurate, current, and accessible to support municipal service delivery, capital planning, regulatory processes, emergency response, asset management, and evidence-based decision-making. The Manager leads a multidisciplinary team and establishes standards, priorities, quality controls, technology roadmaps, and service levels for Engineering GIS, survey, drafting, mapping, and data management. The position works closely with all Engineering Divisions, Information Technology, Emergency Management, external agencies, and consultants.

Qualifications

- Degree from a recognized post-secondary institution in geomatics engineering, civil engineering, geographic information systems (GIS), geography with a focus in GIS, or a related field.
- Possession of at least one of the following professional designations:
  - Professional Engineer or Geoscientist (P.Eng. or P.Geo.);
  - Geographic Information Systems Professional (GISP); or
  - BC Land Surveyor (BCLS).
- Minimum seven (7) years of progressively responsible experience in GIS, surveying, drafting, engineering records, geospatial data management, or a related field.
- Minimum three (3) years of supervisory or management experience leading technical or professional staff.
- An equivalent combination of education, training, and experience may be considered.
- **Leadership and change management:** Ability to lead multidisciplinary teams; establish priorities; manage competing deadlines; foster accountability and continuous improvement; build effective cross-departmental relationships; and lead organizational change in a unionized environment.
- **Governance, standards, and operational processes:** Ability to establish and maintain technical standards, quality-assurance processes, operational procedures, and data and governance practices; ability to to interpret and apply relevant legislation, regulations, statutes, bylaws, rules, policies and procedures applicable to the work.
- **Financial, procurement, and contract management**: Demonstrated ability to manage budgets, procurement processes, contracts, vendors, and technology projects in accordance with local-government requirements.
- **Municipal infrastructure and information management:** Knowledge of municipal infrastructure systems—including water, wastewater, drainage, transportation, and underground utilities—and associated asset, engineering-record, Computer Aided Drafting (CAD), GIS, and survey-information management practices.
- Knowledge of occupational health and safety standards and practices, preferably in the public sector.
- Proficient in using Microsoft office programs, including Word, Excel, Outlook, and PowerPoint.

- Proficient in using Esri ArcGIS suite of products, GIS desktop and web applications, field capture tools and data manipulation software, such as Feature Manipulation Engine (FME)
- Familiarity with Survey Instrumentation such as GNSS, robotic total station, 3D scanner, data collector.
- Experience in a municipal government or infrastructure-intensive environment is an asset.
- Project management experience is an asset.
- Possession of a valid B.C. Class 5 Driver's License.

MAJOR ACCOUNTABILITIES

Advice & Support

- Provides professional advice to senior management on geospatial strategy, data governance, survey requirements, mapping, drafting, and emerging technologies.
- Develops and maintains Engineering GIS data standards, metadata requirements, data stewardship roles, quality-assurance procedures, and data-sharing protocols.
- Ensures the integrity, accuracy, consistency, documentation and lifecycle management of spatial data.
- Provides support on coordinate systems integration as a Member of the Corporate Geographical Information Systems (GIS) Community of Practice.
- Supports the integration of GIS with enterprise asset management, work management, permitting, financial, customer service, document management, engineering design, and other corporate systems.
- Supports corporate asset management plans through the provision of data gathering and analysis services. Advises on ability to support outcomes through the section resources, identifies risks, dependencies, opportunities and collaborates on strategies to achieve objectives.
- Keeps the Senior Manager apprised of operational developments that relate to the interests of the Department or the District.
- Prepares reports, briefing materials, business cases, budgets, and presentations for senior leadership, committees, and Council, as required.
- Communicates technical concepts, risks, and options clearly to technical and non-technical audiences.
- Builds and maintains strong relationships with external agencies, the consulting community, regional partners, and stakeholder groups, including representatives in higher levels of government and manages cross-functional internal relationships.
- Acts as primary contact and liaison with Corporate Information Technology for engineering-based software applications and license requirements.

Leadership of Staff

- Provides operational and professional leadership within work group.
- Establishes work plans and sets priorities for own team relevant to Section Operational requirements considering Division, Department, and Corporate objectives.
- Ensures Corporate policies and standards are consistently applied and adhered to by the Section staff.
- Leads by example in terms of establishing annual personal performance objectives to be achieved by the section.

- Meets regularly with own direct reports to establish each of their annual personal performance objectives and holds them accountable for results.
- Ensures professional level work of team is performed to meet obligations of their profession and its governing regulator, as well as the requirements of the Department's Engineering Permit to Practice and Professional Practice Manual.
- Evaluates the work of subordinate staff, guides them and identifies needs for development.
- Leads recruitment, orientation and training of new staff in accordance with District policies.
- Contributes to the maintenance and development of position job descriptions to meet current requirements.
- Prepares and maintains Section standards and procedures and implements changes as accepted by Senior Manager.
- Oversees the implementation of the District's health and safety program within the Section in accordance with the organization's strategic goals and legal requirements.

Division Operations

- Develops, maintains and implements a multi-year geospatial services strategy, technology and resources roadmap, and investment plan aligned with business needs.
- Oversees the development, operation, maintenance, and continuous improvement of Engineering GIS data, including web maps, mobile tools, spatial databases, dashboards, and mapping products in collaboration with Corporate GIS.
- Identifies and implements service improvements through automation, workflow redesign, data integration, self-service, and other means.
- Manages the intake, prioritization, scheduling, and delivery of service requests, ensuring expectations are met in the provision of services.
- Establishes survey procedures, standards, and quality-control practices consistent with applicable industry and municipal requirements.
- Manages drafting and technical drawing services for municipal linear infrastructure programs; establish and maintain CAD drawing standards
- Prepares and manages operating and capital budgets for staffing, software licensing, survey instrumentation, equipment, warranties, training, and professional services.
- Manages consultants, vendors, service providers, and contracts, including scope development, procurement support, performance monitoring, and acceptance of deliverables.
- Represents the District on intergovernmental, regional, and professional working groups related to Engineering GIS and survey controls.
- Manages the business planning and operations for the Integrated Survey Areas and ensures the District is in compliance; including preparing and managing related bylaws, standards, provincial reporting requirements and revenue for the District's 1300+ monuments.
- Oversees the District's control network and ensures data is current for integration with Corporate Geographical Information Systems (GIS) and field application.
- Reviews and comments on work product undertaken by peers to ensure the appropriate rigor was applied and District's interests are represented.
- Monitors section projects, initiative and programs to meet schedule, budget and ensure high quality deliverables.
- Performs other related duties as required.