

Job Information

Job title	Parks GIS Analyst		Job Code: PKSGIS	Pay Grade: M
Title of immediate supervisor	Manager of Community Development and Business Systems, Parks			
Department/Division	Parks, Recreation and Community Services/Parks			
Prepared by	Nathalie Dechaine			
Date Created	June, 2021	Revised date		

Job Purpose

Performs Geographic Information System (GIS) work to support the ongoing development, maintenance and expansion of Urban Forest data and other park assets and data within the municipal-wide GIS enterprise database. Analyzes data to produce maps, statistics, reports and associated graphics. Provides advice to establish and maintain the Urban Forest mapping and tracking system. Assists with field capture. Requires working independently and within a team environment.

Duties and Responsibilities

- Maintains tree data in GIS including replacement trees, retained trees, Significant Trees, Covenants (related to trees) and naturally occurring trees on both private and public property.
- Maintains data for other park assets.
- Assist with identifying suitable potential planting areas on private and public property.
- Performs a variety of complex, multi-faceted GIS work including data compilation and storage, data conversion, geocoding, geoprocessing, topological editing, cartographic output and report generation.
- Implements and maintains spatial/tabular data in relational databases ensuring that correct database structure, geometry, and attribute rules are maintained.
- Provides research, spatial and statistical analysis for section and department queries using GIS.
- Prepares technical documentation such as procedural guidelines, project plans, user manuals, and metadata.
- Assists section staff in using web, desktop, and mobile applications in GIS.
- Follows Saanich corporate standards and best practices for GIS including quality control.
- Provides cartographic design, presentation materials, graphics, and outreach materials for parks initiatives.
- Provides information and recommendations using other mapping tools and data based assessment tools to improve managing the Urban Forest.
- Prepares and provides presentations to staff, public and council.
- Performs and assists with data capture in the field.
- Understands, interprets and provides information to support the goals of the Urban Forest Strategy, the Tree Protection Bylaw and recommendations to improve tracking and mapping Urban Forestry activities.
- Performs other related duties as required.

Qualifications

- Degree in Geography, Environmental Studies, Geomatics, Computer Science or related discipline with an courses directly related to GIS.
- Three years of experience in the field of GIS, with an emphasis on utilization of Esri products, including one year experience with graphic design programs, such as Illustrator, InDesign, and Photoshop.
- Three months of field capture experience.
- Knowledge of trees, parks and other environment features is an asset.
- Sound knowledge of GIS principles, standards, and methods especially related to environmental, natural resource sector and park data.
- Proficient with desktop, mobile, and web GIS applications
- Proficient with GIS data compilation, versioned editing and quality control
- Valid Class 5 BC Driver's Licence.
- An equivalent combination of education and experience may be considered.

Physical Requirements

Sufficient health, physical conditioning, strength, stamina and coordination to permit performance of work.

Working Conditions

Works in an office environment and occasional work outside.