



**Geographical Information Systems (GIS) Summer Student
May to September 2023
Job Posting# 2023-10
Closing Date: Open until filled**

The City of Owen Sound is seeking applicants for the role of GIS summer student from approximately May to September 2023. As a Geographic Information Systems (GIS) co-op student, you may have the opportunity to work on some or all of the following activities:

- Assist staff with data collection, conversion and simple map preparation using Geographic Information System (GIS) software.
- Assist with creation of reports and thematic maps as well as analyze, convert, import, and export data into and out of the GIS.
- Assist in the maintenance of records systems related to engineering drawings, manuals, business processes, and other documentation.
- Conduct data collection projects and enter attribute information for the water, wastewater and storm database systems in ArcGIS.
- Create, edit, and geo-reference spatial data and updates water, wastewater and storm base mapping themes from engineering drawings using ArcGIS and other custom GIS software tools.
- Research as-constructed engineering drawings required to perform various job functions in ArcGIS.
- Collect, review, verify, and enter information/data into databases/forms, as well as perform analysis and evaluation of information and data to produce reports.
- Provide customer service assistance by responding to public and/or internal inquiries.
- Field work may include technical investigations, inspections and data collection using GNSS receivers.
- Plan, organize, coordinate, and manage daily assigned work.



Employee Group: Non-Union

Status: Student

Wage Range: \$20.00/hour

Hours of Work: 8:30am to 4:30pm Monday to Friday

Education Required: A secondary school diploma and working towards a college or university degree in a related field or a combination of education and experience satisfactory to the employer.

Additional Skills / Competencies Required:

- Excellent customer service skills
- Communication and organizational skills
- Demonstrated accuracy and attention to detail
- Proficient in Microsoft Office
- Be innovative and able to work independently in all weather conditions.
- Be able to problem solve and think outside the box
- Work well with others and be able to train fellow employees.
- Have knowledge of ESRI ArcGIS Pro, and ArcGIS Enterprise software

Please note the City is currently undergoing a Corporate-Wide Service Level Review, therefore potential reporting alignment or the duties and accountabilities are subject to modification.

To explore this opportunity further, we invite applicants to forward their resume and cover letter by to:

Human Resources Manager
City of Owen Sound
E-mail: hrjobposting@owensound.ca

The City of Owen Sound is proud to be an equal opportunity employer, valuing and respecting diversity. We are committed to inclusive, barrier-free recruitment and selection processes. We will accommodate the needs of qualified applicants under the *Human Rights Code* and the *Accessibility for Ontarians Disabilities Act*, in all aspects of the hiring process, upon request. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and will only be used for candidate selection.