



**Geographical Information Systems (GIS) Summer Student
May to September 2024
Job Posting# 2024-03
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 2024. The City will facilitate a co-op opportunity for students in a related field of study. As a Geographic Information Systems (GIS) co-op student, you 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 Rate: \$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

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.