

CITY OF TERRACE

CAD/GIS TECHNICIAN II



The City of Terrace is located in the pristine and beautiful Coast Mountains of Northwestern B.C. and is known for world class fishing and endless outdoor adventures. With a well-developed arts and culture community and recreation facilities, Terrace maintains a growing population of approximately 12,500 and services a regional population of 60,000. You will find an opportunity for employment with the City of Terrace attractive if you crave big city amenities without compromising your love of the outdoors.

Do you want to be part of the excitement underway in Northwest BC? We have the perfect opportunity available for a highly-motivated and collaborative individual to fill the position of CAD/GIS Technician II with the City of Terrace. If you are excited about working with a supportive and dynamic group of motivated individuals and you share our values of integrity, teamwork, and community - join us, today!

EXAMPLES OF WORK PERFORMED:

1. Compile, interpret and process data from various sources (i.e. Orthophoto, legal survey plans, engineering survey notes, plan-profile drawings, air photos, building plans, site surveys, and sketches);
2. Maintain and update cadastre base map and all related mapping and GIS data (i.e. Zoning, OCP, Addressing etc.);
3. Maintain and update engineering drawings and related GIS for water, sanitary, and storm infrastructure;
4. Maintain and upload current Mapping/GIS files to various websites related to: City MapGuide system, 'Emergency 911', and ICIS (Integrated Cadastral Information System);
5. Maintain and update statistics for internal and external users;
6. Assign and record street addresses;
7. Provide Mapping/GIS data and drawings, including presentation-ready graphic materials to a variety of City departments, the general public, outside agencies, developers and consultants;
8. Interpret and compile information from a variety of sources including working drawings and files for use by other City Departments, outside government agencies, developers and the general public;
9. Assists with drafting/drawing preparation for capital works projects including as-constructed drawings and documentation;
10. Research and provide information for contaminated site profiles, in conjunction with other City Departments;
11. Assist in the supervision of the work of a CAD/GIS Technician I, as required;
12. Other related duties, as required.

MINIMUM TRAINING AND EXPERIENCE:

1. One or two-year certificate/diploma in CAD/GIS Technology at a recognized technical institution;
2. Two years CAD/GIS experience in a municipal setting;
3. Two years' experience in CAD (MicroStation)
4. Manual drafting training and experience;
5. Thorough knowledge of mapping standards, digital data formats and principles of Geographic Information Systems.
6. Graphic design experience in Adobe Photoshop and proficient in Microsoft Office applications (Word, Access, Power Point, Excel, and Publisher);
7. Experience working with Microsoft SQL Server and FME.

8. Ability to work independently and to accomplish tasks and assignments;
9. Ability to deal effectively with co-workers and the public;
10. Good written and oral communication skills;
11. Valid Class 5 B.C. Driver's Licence.

This is a unionized position (CUPE Local 2012) with a 35-hour work week offering an excellent benefits package. The City of Terrace thanks all applicants for their interest but only those being considered for an interview will be contacted.

For a closer look at what our vibrant and diverse community has to offer you and information on what a move to Terrace would mean to you, check out our website at www.terrace.ca. If you are interested in joining our team please forward a cover letter and resume highlighting your qualifications referencing Posting #05-2018 to:

City of Terrace
3215 Eby Street
Terrace, B.C. V8G 2X8
Attention: Briana Pellegrino, Human Resources Manager
Phone: (250) 638-4723 Fax: (250) 638-4777
or e-mail bpellegrino@terrace.ca