

**TITLE:** GIS TECHNICIAN

**CLASSIFICATION:** SCIENTIFIC/TECHNICAL OFFICER 18

**MINISTRY:** FORESTS, LANDS AND NATURAL RESOURCE  
OPERATIONS

**WORK UNIT:** GEOMATICS

**SUPERVISOR TITLE:** VARIOUS

**SUPERVISOR POSITION #:** VARIOUS

### **JOB OVERVIEW**

*To create digital, graphic and descriptive products to support resource planning through the use of Geographic Information Systems (GIS) and Relational Database Management Systems (RDBMS).*

### **ACCOUNTABILITIES**

- Creates, develops and maintains spatial and attribute data bases used in Geographic Information System (GIS) applications, relational database management (RDBM) systems and other corporate business systems (FTA, Results, etc.)
- Populates, maintains data integrity, secure access to restricted data, maintains linkages between data bases and updates data bases as information becomes available.
- Translates, integrates and manipulates data from various sources and formats to government standards.
- Conducts quality assurance on digital products and deliverables to ensure technical standards are met, verifies and checks input data to ensure continuity, integrity and compliance with standards; compiles, enhances, and digitizes source information to create various resource themes, data bases, spatial products and related models.
- Conducts quality control checks to ensure end user product reliability and validity. (Provides specifications for databases from contracts and consults with or provides verified information to data providers to resolve data anomalies and performs data capture from source documents.
- Produces spatial products, terrain models, graphics, and descriptive statistics and write technical reports and manuals.
- Operates multiple GIS related software, RDBM systems and corporate business applications to manipulate spatial and attribute data to produce spatial analysis products.
- Works with other government agencies and geo-spatial data providers, industry, clients and stakeholders to ensure the provision of technical products that meet the needs of clients and users, and minimize duplication in the development of output products.
- Imports files of published maps and inspects for content and cartographic design and quality; identifies and resolves technical conflicts through editing functions.

Career Group:

Job Family:

Job Stream:

Role:

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**Optional:**

- Completes land status, performs adjudication and makes recommendations based on knowledge of business practices, legislation and policy.
- Contributes to spatial technology standards and procedures to support integrity, security and transferability of data and coordinating processes for quality assurance and archiving, write visual output standards, and in-house spatial data and attribute management procedures.
- Assists in the requirements gathering, testing and evaluation of GIS related hardware and software.
- Develops and/or delivers training for clients and staff on geo-technical, GIS and web mapping products, methods, standards, various corporate business systems and business processes.
- Maintains awareness of and/or researches emerging issues, technologies and approaches related to spatial data and analysis methodologies and applications.
- Assist with preparation of contracts, monitors performance and signs off on the goods and services.

**JOB REQUIREMENTS**

- Diploma in geographic information systems or equivalent.
- Experience capturing, converting, creating, editing and maintaining digital information in a GIS environment.
- Experience creating a variety of digital, geographical and descriptive products including thematic maps, terrain models and associated descriptive statistics.

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