

EXTERNAL POSTING

THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE Requires a GIS Student (Summer Student Position)

The Municipality of Arran-Elderslie is located in Bruce County Ontario, close to many major tourist destinations with two Villages, one Town and in a rural setting, the Municipality offers the appeal of both small town and country living for our residents. People have found that the communities that make up Arran-Elderslie are great places to raise their families and retire.

Reporting to the Manager of Public Works and/or Water/Sewer Foreman, the GIS Student will assist staff with locating and marking infrastructure and GIS mapping and programming for the Municipality. This position also requires providing general assistance to Public Works and/or Water staff within the Municipality of Arran-Elderslie. This position will include but is not limited to:

- GIS mapping and programming.
- Locate and mark municipal infrastructure. Assist in creating new data layers and input data into the municipal geodatabase.
- Import, export and convert data within GIS.
- Create and maintain maps for all Municipal departments.
- Train Municipal staff and present to Municipal stakeholders of GIS progress, as required.
- Provide asset management support functions.
- Provide assistance and work as a team member with other employees as necessary.
- Other duties as assigned.

Knowledge, Skills & Experience

- Currently enrolled in a secondary education. Currently enrolled in a related college/university program is an asset.
- Knowledge of ArcGIS suite of products.
- Valid Class G driver's license is mandatory.
- Familiar with WHMIS regulations, Occupational Health and Safety Act.
- Possess and Criminal Reference Check with results satisfactory to the Municipality of Arran-Elderslie.

The Municipality of Arran-Elderslie offers competitive wages based on qualifications and experience. Qualified applicants are invited to submit a cover letter and resume by mail, delivery service or email no later than 4:00pm on **Friday February 28, 2020** to:

Katrina Eke, Program Coordinator
Municipality of Arran-Elderslie
1925 Bruce Road 10, Chesley, Ontario, N0H 1L0
519.363.3039 x 117
programs@arran-elderslie.ca



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The Municipality of Arran-Elderslie is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the Municipality of Arran-Elderslie will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Municipality of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. We thank all persons who apply, but advise that acknowledgement will only be forwarded to applicants invited to an interview. All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act. Thank you.

