



TOWN OF REDCLIFF **POSITION DESCRIPTION**

Date: June 13, 2016

Job Title: GIS/Planning Technician

Permanent / Full Time

Wage Classification: Engineering Technician 2

Work Environment

- Most work will be done during normal Town business hours.
- Work environment will include office and outdoor.
- May be required to work non-traditional hours (weekends and some holidays) as projects may require.

Core Function:

This is a union position working with the team in the Planning & Engineering Department. The position is responsible for:

1. Making improvements to and maintenance of the GIS and MIMS database.
2. The compilation and manipulation of data, to support a wide range of analyses, asset management maintenance, and graphical representation of spatial relationships.
3. Assisting in the maintenance of CADD information related to water, wastewater, storm sewer, sidewalk, curbs gutters, and roadways.
4. Assisting in the preparation of various reports for asset management and maintenance operations.
5. The preparation of mapping, graphics, and drawings to support department and Town wide projects
6. The maintenance of the department's record drawings and CADD drawing files.
7. The maintenance and upkeep of the department's wide format plotters, printers, and scanners.
8. Planning services which may include:
 - Subdivision application processing and tracking,
 - Assisting with the updates of the MDP, LUB, IDP, etc.
 - Assisting with the preparation of planning studies for the Town,
 - Assisting with the development of policy and procedures.
 - Participating in the discussion of application of policies and regulations,
 - Processing rezoning applications,
 - Processing development applications,
 - Tracking of issues with various planning documents,
 - Working with planning consultants on plan updates,
 - Reviewing and providing comment on planning applications,
 - Preparing and making presentations to MPC and Council on planning matters,
9. Issuing Building, Electrical, Gas and Plumbing Permits.
10. Assist with clerical functions as necessary.



11. Performing other related duties as required.

Organizational Relationships:

1. Reports directly to and works under the direction of the Director of Planning & Engineering.
2. Maintains a close liaison with the Planning & Engineering Department co-workers (Engineering Technician, Development Officer, and Support Staff), as well as with Town staff in other departments.
3. Develops and maintains external contacts with:
 - a. appropriate agencies, boards,
 - b. various governmental departments,
 - c. utility companies,
 - d. developers, consultants, builders, contractors, and
 - e. the general public.

Qualifications:

1. Strong, oral, and written communication skills with attention to detail and accuracy.
2. Must demonstrate the ability to deal with public verbally and through written communication.
3. Proficient in MS Office (Outlook, Word, Excel, Power Point).
4. Must be able to read and interpret engineering and legal survey maps, plans, drawings.
5. Must have experience with GIS data entry and database management.
6. Must have and maintain a valid Class 5 Operators License.
7. Must have and maintain no criminal record as a condition of employment.
8. Must be able to meet the physical demands related to the work. (PDS)

KNOWLEDGE, ABILITIES, AND SKILLS

1. Must demonstrate an ongoing willingness to learn, adapt and grow.
2. Experience with AutoCAD software would be an asset.
3. Experience with graphics software would be an asset.
4. An understanding of Provincial and Municipal planning policies, legislation, processes, procedures, and Statutory Planning documents is desired,
5. A knowledge of subdivision design, site planning and environmental planning concepts and their applications is preferred.
6. Previous related experience particularly in a public sector environment is preferred.

Standard of Performance:

1. Is able to manage time effectively, to juggle multiple deadlines and tasks, and to work within tight time frames.
2. Is able to work independently and as part of a team.
3. Is able to take initiative to identify and resolve problems.
4. Is able to make sound decisions by using rational and logical judgment that reflects an understanding of the consequences of decisions.



5. Is able to work collaboratively with and communicate effectively and positively with other team members, departments, and external municipal and provincial government personnel.
6. Shows flexibility to alternate between technical to philosophical planning responsibilities as required in the task or project.
7. Consistently demonstrates the ability to interpret and apply relevant Municipal/Provincial policies.
8. Has demonstrated the ability to deal with public verbally and through written communication.
9. Has demonstrated professionalism by following proper: code of ethics, work habits, dress standards, language usage, office policies, protocol, and be courteous to all.
10. Has shown good verbal and written communication skills.
11. Has worked independently and unsupervised, show self-motivation and to demonstrate sound judgment and decision making abilities.
12. Has shown attention to detail and accuracy in the work performed.
13. Has met deadlines.
14. Has demonstrated pride in the work they do by producing quality reports, drawings, figures and maps.
15. Has demonstrated skill in the use of PC based business software including Microsoft Outlook, Word, Power Point and Excel.
16. Must have taken the initiative in pursuing education relative to the changing needs of the position.

Approved: _____
Municipal Manager

Date: _____