



GIS SUMMER STUDENT POSITION

Welcome to Arran-Elderslie! Rolling hills, rivers, streams, agricultural land and small communities make up the landscape of our Municipality. The small-town safety, healthy lifestyle, rural living, proximity to career opportunities as well as welcoming residents makes Arran-Elderslie a great place to live. Arran-Elderslie is located in Bruce County and is home to approximately 7,000 residents and includes communities of Tara, Chesley and Paisley.

The Municipality of Arran-Elderslie invites qualified applicants for the position of GIS Summer Student. 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:

General Duties

- 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.
- Must be returning to school.
- Other duties as required.

Knowledge, Skills & Experience

- Currently enrolled in a secondary education. Enrollment in a related college/university program is an asset.
- Knowledge of ArcGIS suite of products.
- Valid Class G driver's license and a clean drivers abstract will be required.
- Familiar with WHMIS regulations, Occupational Health and Safety Act.
- Possess and Criminal Reference Check with results satisfactory to the Municipality of Arran-Elderslie.
- Strong understanding of health and safety standards.

If you are looking for an opportunity, please submit your resume and cover letter in confidence to the undersigned by February 3, 2024 at 12:00 p.m. via e-mail or regular mail. It should be noted that only those individuals selected for an interview will be contacted.

Salary - \$20.70/hr. - \$21.70/hr.

Subject: **GIS Summer Student**

Human Resources

1925 Bruce Road 10, Box 70

Chesley, ON N0G 1L0

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A copy of the job description is available by visiting
www.arran-elderslie.ca/careers.