



GIS Technician

Tay Township - Employment Opportunity

Full-Time, Contract Position (On-Site)

The Township of Tay, located on the vibrant sunset shores of Georgian Bay, is seeking an individual who thrives in a culture of collaboration and progression to join #TeamTay as a Geographic Information Systems Technician. The ideal candidate is adaptable, forward-thinking, and committed to making a positive impact both within the organization and across the community. If you are passionate about providing the very best in municipal service delivery and are looking for a place to challenge yourself and grow, we invite you to explore this opportunity to build your career with the Township of Tay.

Reporting to the Manager of Engineering Services, the Geographic Information Systems Technician provides technical and analytical assistance and collaborates with various internal and external stakeholders to support the operation and utilization of the Geographic Information System for capital projects, asset management, civil design, and development engineering services.

Key Qualifications

- Completion of post-secondary education in Geographic Information Systems, Geography, Civil Engineering, Computer Information Systems, or other relevant discipline, from an accredited educational institution.
- One (1) year of experience in developing, supporting, and managing GIS systems, and parcel and infrastructure-based GIS data maintenance, using ESRI ArcGIS or other GIS software, preferably in a municipal or public sector environment.
- Advanced understanding of GIS concepts and software, including a strong knowledge of the ESRI ArcGIS Desktop (and Extensions), and GIS data maintenance, cartography, query, configuration and workflow principles and best practices.
- Knowledge of GIS metadata principles, practices, and maintenance.
- Proficiency in formulating query expressions using Structured Query Language (SQL) syntax and using graphical workflow tools to connect processes and automate minor processing tasks.
- Class 'G' driver's license in good standing.

The compensation range for this Full-Time, Contract position is \$36.23 to \$42.38 per hour with a 35-hour regular work week.

Join #TeamTay today and help transform the way local government connects with the community it serves.

Why Join #TeamTay?

- Competitive Compensation
- OMERS Pension - Option
- Collaborative and Welcoming Environment
- Live and Work on Georgian Bay
- Learning and Development Opportunities
- Staff Celebrations and Events



Interested applicants are encouraged to do the following:

1. Reference the complete position description, including comprehensive qualifications available on the Tay Township website – www.tay.ca/jobs
2. Please submit a **(1) Cover Letter** and **(2) Resume** via email by **4:00 p.m., Monday, September 8, 2025**, to the attention of Human Resources (HR@Tay.ca).

Application Notes:

- Please reference **2025-013** within the email subject line.
- Please indicate how you heard about this opportunity within your application.

Click Here to Apply Now!

We appreciate the interest of all applicants, however, only those candidates selected for consideration will be contacted. Only applications submitted through email communication will be accepted. Applicants must provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided. Personal information collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act will only be used to determine eligibility for potential employment. Tay Township is an inclusive employer committed to providing a fully accessible recruitment process. Please contact us during the recruitment process and let us know what accessible support you may need.

Posted: 2025-08-18



POSITION DESCRIPTION TAY TOWNSHIP

Position Title: Geographic Information Systems Technician	
Position Classification: Administration Staff	Pay Band: 5
Department/Division: Operational Services/Engineering Services	Reports to (Directly): Manager of Engineering Services
Direct Reports: None	Indirect Reports: None
Revision Date (s): August 2025; October 2024	Hours Per Week: 35

Position Summary:

Reporting to the Manager of Engineering Services ("Manager"), or their designate, the Geographic Information Systems Technician ("GIS Technician") provides technical and analytical assistance and collaborates with various internal and external stakeholders to support the operation and utilization of the Geographic Information System ("GIS") for capital projects, asset management, civil design, and development engineering services.

Responsibilities:

1. Provides technical expertise and knowledge as well as hands-on support in support of GIS operation and utilization; provides data maintenance and integration, map production, and technical guidance.
2. Develops, updates, and maintains GIS standard work procedures while identifying and recommending opportunities for process improvements.
3. Performs custom queries, symbolizations, and compilations within the GIS to respond to user requests for information and map products.
4. Identifies the best method of procedure and performs best practices required to create and maintain a catalogue of cartographic map products and provide access to stakeholders in electronic and print formats.

5. Researches and maintains core feature data and attribution deemed important to the business of the corporation and its partners such as the E911 Single Line Road Network, Civic Addressing, Emergency Planning feature classes, Corporate Services features classes, etc.
6. Facilitates the sharing of GIS data and map products with partner agencies as directed by the Manager.
7. Attends meetings on behalf of the Township to interact with stakeholders to respond to their need for GIS data and queries as directed by the GIS Manager.
8. Interacts with external consultants and municipalities in order that GIS data is successfully shared and interpreted.
9. Configures the GIS for optimal presentation of features and attribution and manages appropriate access to optimized data classes under the direction of the Manager.
10. Assists in the maintenance of metadata records for all GIS feature data owned and administered within the GIS.
11. Works with Information Technology to develop plans to safeguard the Township's web mapping applications against accidental or unauthorized modification, destruction, or disclosure, and to meet data sharing agreement requirements.
12. Provides technical support, guidance, and training to users of the GIS.
13. Installs and configures GIS software and applies associated upgrades.
14. Troubleshoots software problems, liaise with vendor for resolution and/or escalates issues to Manager, as required.
15. Assists in the development of standards and procedures for the integration of data to the GIS.
16. Prepare technical documents, reports, and presentations as required.
17. Provides input to the Manager for the operating budget for recommendation to the General Manager, Chief Administrative Officer, and ultimately Council.
18. Manages documents in accordance with the Township's Records and Information Management (RIM) system and The Ontario Municipal Records Management System (TOMRMS), including ensuring that confidential information (property owners, staff, and confidential matters) remains secure.
19. Models the Township's values by learning, being comfortable with new ideas, and having the curiosity to seek innovation and the courage to seek change; explores new technologies/best practices to re-think administrative practices and identify initiatives that can deliver greater benefit for Tay community members.
20. Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations and technology, organizational theory and practices relating to the functions of the Township in

order that professional competency is maintained.

21. Develops and maintains a contact network with professionals in the field and counterparts in other municipalities and public sector organizations to remain current and invested in shared services and programs.
22. Maintains a high degree of confidentiality and security of information; where information is developed before Staff/Public release, ensures the confidentiality of information produced.
23. Ensures compliance with the Occupational Health and Safety Act and other applicable legislation by following the Township's Health and Safety program, procedures, and best practices.
24. Performs other related tasks and functions as assigned that are required or determined by the Township's requirements relative to the nature of the position. The responsibilities listed above are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Qualifications:

Education, Certifications, and Training

- ❑ Completion of post-secondary education in Geographic Information Systems, Geography, Civil Engineering, Computer Information Systems, or other relevant discipline, from an accredited educational institution.
- ❑ Class 'G' driver's license in good standing.
- ❑ Commitment to continuing education and professional development; willing to attend conferences, courses and seminars as required, some of which may require overnight accommodation.

Experience

- ❑ One (1) year of experience in developing, supporting, and managing GIS systems, and parcel and infrastructure-based GIS data maintenance, using ESRI ArcGIS or other Geographic Information System (GIS) software, preferably in a municipal or public sector environment.
- ❑ Experience working within a versioned enterprise geodatabase environment is considered an asset.
- ❑ Experience in the use of the following programs/software or similar is considered an asset:
 - Microsoft 365 Applications
 - Bluebeam
 - Cloudpermit
 - Laserfiche
 - PSD Citywide

Knowledge

- ❑ Advanced understanding of GIS concepts and software, including a strong knowledge of the ESRI ArcGIS Desktop (and Extensions), and GIS data maintenance, cartography, query, configuration and workflow principles and best practices.
- ❑ Knowledge of GIS metadata principles, practices, and maintenance.
- ❑ Knowledge of Asset Management, Municipal Infrastructure, Municipal Engineering, and the Municipal Act including Regulation 239/02 (Minimum Maintenance Standards) is considered an asset.
- ❑ Knowledge of applicable federal, provincial, and municipal legislation, as well as related principles and practices, local government functions and responsibilities is considered an asset.

Skills and Competencies

- ❑ Advanced computer skills including document management, word processing, spreadsheet, and presentation software, internet and e-mail programs and related office equipment; internet-based research proficiency is essential.
- ❑ Proficiency in formulating query expressions using Structured Query Language (SQL) syntax and using graphical workflow tools to connect processes and automate minor processing tasks.
- ❑ Ability to apply best practice approaches to normalization or standardization of data.
- ❑ Excellent and concise writing and writing skills with a prominent level of accuracy; exemplary proofreading skills and careful attention to detail.
- ❑ Must possess and exercise exemplary oral communication skills as well as an effective presentation style and method; advanced analytical, organizational, and research skills, with the ability to problem solve.
- ❑ Developed acumen, emotional intelligence, and interpersonal and public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, committees, community groups and organizations, and the public with the ability to always exercise integrity, tact, and good judgement.
- ❑ Well organized, flexible, and able to deal with multiple priorities; organizes own time effectively, prioritizes appropriately, prepares in advance, and sets realistic timeframes; ensures all activities and resources are utilized efficiently and effectively, and monitors progress toward operational or strategic objectives; ability to prioritize workload considering competing interests, and adapts readily to rapidly changing demands, circumstances, and deadlines; ability to work independently with minimal supervision.
- ❑ Comfortable with innovative ideas and has the curiosity to seek new opportunities and implement change; self-assured and confident; driven

towards results while constantly problem-solving and learning; recognizes and adapts to evolving conditions; translates knowledge and ideas into action and tangible and measurable outcomes.

- ❑ Demonstrated ability to relate to and/or appreciate all levels of stakeholders with multiple and sometimes competing priorities.
- ❑ Collaborative team player focused on practical, timely solutions; demonstrated team building and relationship management skills and a proven ability to work across departments and with stakeholders; establishes and maintains effective working relationships with the Public, Staff, and the Leadership Team.
- ❑ Resolves conflicts without major disruption to workflows or interpersonal relationships.

Effort, Physical Demands and Working Conditions:

- ❑ Regular workweek – 35 hours; occasional requirement to attend evening Council meetings and events/meetings outside of the regular workweek; attendance/response may be required in the event of emergencies or critical situations requiring an immediate response in accordance with Township policy.
- ❑ Performance of duties normally takes place in an indoor, office environment and outdoor environments to conduct site inspections; environments also include out-of-office events/meetings; required to occasionally attend conferences, events, meetings, and/or training, at locations outside of Tay Township, that may require overnight accommodation.
- ❑ May be subject to inclement weather and extreme temperature variations; may be exposed to wet, cold and/or humid conditions, mechanical hazards dust, fumes, airborne particles, and toxic or caustic chemicals; appropriate personal protective equipment (PPE) must be worn when working with or around hazardous chemicals and/or equipment.
- ❑ Position involves physical efforts of sitting, standing, walking, and prolonged computer/office equipment use.
- ❑ Position involves mental and visual concentration with close attention to detail, including reading, analyzing, writing, providing, and presenting information, balancing multiple demands, dealing with interruptions/distractions, and addressing evolving and tight deadlines.
- ❑ Position requires accuracy and the analysis of information to interpret trends of results and accountability for quality and timeliness of work and reliability in achieving results; There is an opportunity for autonomy, independent judgement, initiative and creativity, and original research; accountability for quality and timeliness of work and reliability in achieving excellent results.

- ❑ Problem-solving/decision-making efforts and responsibilities include a degree of analysis; decisions are to be made within the corporate mandate by following methods, guidelines, policies, or procedures; position requires confidentiality and discretion in many aspects of the work.

Employment Conditions:

- ❑ Satisfactory Criminal Record and Judicial Matters Check (CRJMC) provided via the Ontario Provincial Police.
- ❑ Satisfactory Driver's Abstract.