



THE TOWNSHIP OF SOUTHWOLD

GIS Technician (Co-Op) (Non-Union)

The predominantly rural community of the Township of Southwold has a strong agricultural base and is located in the central part of Elgin County. Incorporated in 1852, the Township includes the development areas of Fingal, Iona, Iona Station, Paynes Mills, Shedden and Talbotville. Our offices are an easy commute from both London and St. Thomas. Our municipal office is located at 35663 Fingal Line, Fingal, ON.

With a total population approaching 5,000 residents, the Municipality offers beautiful countryside and a wonderful blend of active farms, historic villages and tourism. The Municipality is experiencing significant growth in our development areas. Learn more about us at www.southwold.ca.

Reporting directly to the GIS and Asset Management Coordinator, the successful candidate will assist with the development and ongoing maintenance of the corporate asset management program including: Collect, verify, and integrate spatial data from various sources, collection of asset data using GPS in the field, create and maintain maps using ArcPro and the Arc Enterprise Suite, assist in the management and maintenance of GIS databases, and update datasets to ensure data integrity.

Ideal candidate will bring:

- Enrolled in a Post-secondary College diploma/certification in GIS & Urban Planning (URP), GIS post-graduate (GIS), and Bachelor of Environmental Design and Planning (BED) or equivalent.
- Proficiency in Microsoft Office products including Outlook, Word, Excel, Access, Teams, etc.
- Proficient with ArcGIS and ESRI suite of extensions.
- Effective office, time management and organizational skills.
- Diplomatic, tactful, creative, discrete, flexible, resourceful, dependable, well-organized, friendly, emotionally mature and professional.
- Capable of working in the field to collect data for GIS and Asset Management purposes
- Must possess and maintain a valid Class G Province of Ontario (or equivalent) driver's licence.

This is a 4-month co-op position, 40 hours per week. The pay Rate is \$18.25 per hour, commensurate with qualifications and experience. The Township of Southwold offers a compressed workweek arrangement (4-day workweek).

To view the complete job description, please visit: www.southwold.ca/employment. Applicants must indicate how they meet the minimum qualifications in their resume.

Please submit your cover letter and resume in PDF format to hr@southwold.ca in confidence by 4:00 pm January 23rd, 2025. Please specify "GIS Technician (Co-Op)" in the subject line.

The Township of Southwold is an equal-opportunity employer. Disability-related accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. In accordance with the

Municipal Freedom of Information and Protection of Privacy Act, the information gathered will be used solely for candidate selection purposes only. Thank you for your interest, however only those selected for interviews will be contacted.