



MOUNTAINS OF OPPORTUNITY

CRANBROOK

JOB POSTING

GIS Coordinator 1

POSITION

POSTING #

25-02

POSTING TYPE

Internal & External

POSITION TYPE

Term – Until return of incumbent (up to 18 months)

HOURS OF WORK

35-hour work week, as per schedule

DEPARTMENT Public Works

HOURLY RATE \$43.1569 to \$44.9673 per hour, Pay Grade 11 – Schedule “A” Inside Employees

POSITION SUMMARY

Reporting to the Project Manager, the GIS Coordinator I is responsible for supporting the development, implementation and continuous improvement of the City’s Asset Management Program. The GIS Coordinator 1 will assist the GIS Coordinator 2 with the development, maintenance, and administration of the City’s Geographical Information System (GIS), Cityworks (including service requests, work orders and asset management), and any Software Systems, Servers and products related to spatial data and mapping. The incumbent also provides computer assisted mapping services to all City departments, contractors, and public as required.

ESSENTIAL QUALIFICATIONS**EDUCATION**

- Grade 12 Diploma or GED
- Advanced Diploma in GIS

EXPERIENCE

- Three (3) to Five (5) years’ experience in municipal engineering applications of GIS and/or Asset Management.

LICENSES / CERTIFICATES

- Valid Class five (5) BC Driver’s License

SPECIFIC SKILLS

- Understanding of municipal infrastructure, infrastructure planning, and operations.
- Demonstrated knowledge of asset management and project management principles and practices.
- Working knowledge of the development and maintenance of relational databases (specifically SQL)
- Proficiency in ArcGIS Enterprise, ArcGIS Pro, Access, Visual Basic, SQL, AutoCAD, Python, Cityworks, and related special software products. Excellent verbal and written communication skills.
- Demonstrated ability to exercise considerable tact, courtesy and diplomacy in dealing with members of the public, other agencies and staff.
- Excellent organizational and time management skills.

SPECIAL REQUIREMENTS

- High degree of initiative and sound judgement.
- Demonstrated ability to work with minimal supervision.
- Demonstrated ability to perform all of the duties outlined in a safe manner following established City policies and procedures; WorkSafeBC.

CLOSING DATE **1/29/2025, 4:00pm (MT)**

Interested applicants are requested to submit a covering letter and resume to:

**Human Resources
City of Cranbrook
40 – 10th Avenue South, Cranbrook, BC V1C 2M8**

E-mail: human.resources@cranbrook.ca (Submissions in Word or .pdf format only)

We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.

This position is covered under the Collective Agreement between the City of Cranbrook and C.U.P.E. Local 2090 – Cranbrook Inside/Outside Workers.

The City of Cranbrook

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our City a welcoming and growing place in which to live, work and play.

Diversity, Equity, and Inclusion

This Policy provides the foundation for Diversity, Equity, and Inclusion (“DEI”) at the City of Cranbrook to ensure a safe, respectful, and inclusive community and workplace. The City of Cranbrook will work towards becoming a community that supports and fosters a diversity of perspectives and provides equal opportunities for its residents. The aim is for the City to provide programs and services that meet the diverse needs of the community. The City of Cranbrook is equally committed to an inclusive workplace that welcomes, respects, and values a diverse workforce that reflects the qualities and differences of the broader population it serves.

Policy No. 50-15