



Achievement
Through
Collaboration

Position Description Geographic Information System (GIS) Technician

Vision Statement

To stand together as one, ensuring independent communities thrive today and in the future.

Mission Statement

We equip members with insights, expertise, and shared resources to sustain safe, resilient communities in a changing world.

Position:

Geographic Information System (GIS) Technician

Reports to:

President (to be determined)
Named lead role at each utility (TBD)

Reporting Relationships:

None

Cross-Functional Relationships:

Liaises and provides support to Operations, Customer Service and Engineering departments in the utilities supported.

Position Summary:

Informed by Cornerstone Hydro Electric Concept's (CHEC) mission and vision statements and service values, the **GIS Technician** plays a critical role in supporting the CHEC members by providing technical expertise to develop, administer, maintain and analyze the GIS, CAD and associated data supports, producing custom thematic maps, diagrams, schematics and reports. Additionally, the individual supports the development and maintenance of related Asset Management Programs through the collection, input, verification, analysis, maintenance, interpretation and evaluation of field asset data.

Position Description:

(The duties / responsibilities listed hereafter are an overview of the minimum requirements of the position and do not include all the duties inherent, included or associated with the job or with the performance of the job. It is understood that the incumbent is accountable for the successful achievement of each duty / responsibility as assigned).

Key Accountabilities

Provides on site and remote GIS Technical Expertise

- Analyze and review existing workflows to identify and propose optimal GIS solutions to support organizational business analytics and decisions
- Creates, edits, reviews and maintains data in the GIS, ensuring data integrity and efficiency of the data sets within the spatial database
- Management of line section, pole numbering, switch numbering and transformer numbering conventions

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- Inventory of electronic repositories of legal documents and permits such as easements, land leases, MTO highway encroachments, joint use agreements, rail crossing agreements, land use permits, etc., as it pertains to the GIS
 - Implement, configure and maintain the ArcMap or ArcGIS Pro and Enterprise suite of applications for supporting Online and the new ESRI Utility Network solution
 - Plan and coordinate the acquisition, development and administration of the GIS hardware, software, integration, data, resources, processes and procedures
 - Execute system checks, performance monitoring and QA/QC activities and data integrity
 - Provide user support and training on the use of GIS data, solutions and services
 - Manage the spatial and non-spatial data, electrical asset inventory and connectivity, land base maps, imagery and infrastructure
 - Create, integrate, modify and validate the geometry, connectivity, attribute and related information of the GIS and its datasets (Electrical, Basemap, and Imagery)
 - Compile detailed systems requirements of GIS applications (including interactive maps, reports, system integrations, etc.) through effective end user consultation for the promotion of business improvements
 - Prepare project/task plans based on defined priorities.
 - Execute and expedite project/tasks schedules independently, reviewing regularly with utility supervisors and affected end users
 - Design, develop, code, test, document, implement, support and maintain all GIS application and reporting improvements

Project Management / Member Specific Relations

- Assesses Work required for each LDC
- Develops individual action plan with goals and timelines based on established time allotted to each member.
- Seeks approval / Reviews action plans with Utility Managers / Lead role at LDC
- Provides regular updates to each member and host employer
- Identifies areas of risk or incapacity to fulfil requirements
- Presents findings to member and host employer
- Support the Operations, Customer Service and Engineering departments by updating transformer, pole, switch and connectivity records and in a timely manner used for planning, outage management, reporting, system analysis purposes
- Develops and maintains positive-working relationships with all internal departments / employees, customers, contractors, various legislative bodies, municipal agencies, governments and any other association organization
- Adjusts workplans as required to respond to immediate LDC needs

Health and Safety

- Strong commitment to and works in compliance with the provisions of the Occupational Safety Act and the regulations, and any other pertinent regulations to promote a health and safe workplace for all.

Other

- Acts as an ambassador for the CHEC Association (and its members), promotes the Association to all members, the public and external stakeholders.
 - Adheres to all CHEC policy, procedure and practices.
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- Perform any additional duties as assigned.

Education:

- GIS Certificate or Diploma with a focus on GIS Applications
- Engineering Technologist Diploma or working towards CET designation an asset

Experience:

- 3 to 5 years of experience in the application and administration of ArcGIS and Web GIS technology
- Demonstrated proficiency in GIS platforms working within electricity distribution systems, drawing and technologies
- Demonstrated experience with efficient implementation of GIS system software upgrades
- Demonstrated experience with customer information and outage management support systems

Behavioural Competencies

- ✓ **Strategic thinker** - assesses options and actions based on trends and conditions in the industry, with ability to link long-range visions and concepts to daily work.
- ✓ **Attention to Detail** - efficiently allocates cognitive resources and achieves thorough and accurate output.
- ✓ **Customer / Client Service Orientation** – Recognizes everyone is a customer - understands and works to assess individual stakeholder needs (including and beyond specific projects) helping to ensure successful outcomes.
- ✓ **Teamwork / Cooperation** - works well in a non-hierarchical, matrix team structure, with stakeholders across multiple organizations and jurisdictions.
- ✓ **Analytical** - successfully analyzes large amounts of data and converts analysis into quantitative and qualitative information to aid in the decision-making process.
- ✓ **Holds Self Accountable** - works independently on multiple projects while remaining adaptable to change and meeting deadlines.
- ✓ **Project Management** – develops, manages and balances various projects for various stakeholders.
- ✓ **Continuous Learner** – ability to continually learn, develop skills and adapt to changes in technology.

Technical Competencies

- Advanced knowledge in Electrical distribution GIS mapping systems.
- In-depth knowledge and experience with the Esri software suite, preferably in a utility-specific environment.
- Knowledge of GIS systems used for electric utility local distribution companies (LDC's) (AutoCAD).
- Knowledge of the electric utility distribution systems, specifically with respect to the design and operation of overhead, underground distribution systems.

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- Knowledge of electrical distribution fundamentals, configuration and equipment as it pertains to GIS
 - Strong working knowledge of computer hardware / software systems and network connections and securities.
 - Knowledge and proficiency with GIS specific programming languages such as SQL, Python and Arcade.
 - Working knowledge of GIS related technical specifications.
 - Ability to perform spatial and tabular data analysis to solve complex spatial problems.
 - Advanced proficiency with Microsoft Office Suite.
 - Effective Communication – ability to understand and work from oral and written instructions, field notes and sketches, and ability to communicate effectively in oral and written form with a variety of stakeholders.

Other Requirements

- Valid Class “G” driver’s license, clean drivers’ abstract and reliable transportation in order to travel to member facilities and other public locations within Ontario.
- Ability to attend public and private facilities in compliance with Ontario’s vaccine mandates, and organizational policies.
- Flexibility in work hours / extended hours when necessary, including overnight stays.

Working Environment

- Work conducted in the following locations:
 - a virtual home-based office with use of wide array of technology to stay connected with CHEC members and CHEC staff.
 - Work is conducted in the field
 - LDC sites
 - Other public / private locations

Hours of Work

This position is based on a 37.5-hour workweek as agreed upon between the successful candidate and CHEC. Flexibility in hours / days of work including working additional hours as required from time to time based on industry cycles and organizational needs.