



EMPLOYMENT OPPORTUNITY

GIS Technician

Temporary Full-Time | External
Information Services & GIS
Competition No.: 2025-1082



www.rdn.bc.ca



rdncareers@rdn.bc.ca

APPLICATION DETAILS

To apply for this position, email your cover letter and resume to **rdncareers@rdn.bc.ca**, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1082 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:
4:00 pm, on June 22, 2025.**

Date Posted: June 6, 2025.

A Criminal Record Check is a condition of employment with the Regional District of Nanaimo.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a temporary full-time GIS Technician with the Information Services and GIS department, based at the RDN Administration Building.

The GIS Technician contributes to the effective operation of the Information Services and GIS department through the support and maintenance of the geographic information system databases and cadastral mapping system. This position supports departments by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

QUALIFICATIONS

Required qualifications include a technical college certificate or diploma in geographic information systems or equivalent technical training in ESRI GIS software, plus 4 years prior job related experience. Technical knowledge and experience in ESRI ARCGIS Enterprise application software, spreadsheets, relational database software, and word processing is required. Experience in other related technologies such as VertiGIS WebStudio, Safe Software FME, and GPS data collection using Trimble Data Collectors are desirable. An equivalent combination of training, education and experience may be considered.

POSITION DETAILS

This is a temporary full-time (35 hours per week) Union position, for up to three (3) years, dependent on ongoing departmental budget and operational requirements. The (2024) rate of pay is \$38.17 to \$40.18, plus 12.4% in lieu of benefits including vacation and statutory holidays, or the uninterrupted continuation of their benefits package as provided for in the Collective Agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

GIS Technician Information Services Pay Band 11

Job Summary

The GIS Technician contributes to the effective operation of the Information Services Department through the support and maintenance of the geographic information system databases and cadastral mapping system. This position supports departments by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

Primary Duties and Responsibilities

- Designs, develops, maintains and manages RDN geographic information system databases to produce the RDN Cadastral Mapping System.
- Designs, develops, maintains and manages various digital mapping projects that are integral to various RDN functions that include Community and Regional Planning, Land Use and Subdivision District Zoning, Official Community Plans, House Numbering, and Local Service Areas.
- Provides digital mapping and technical support, by arrangement, to other RDN departments
- Provides technical assistance to Community and Regional Planning staff and other RDN department staff regarding map and data interpretation, graphic presentation, legal survey calculation and measurement, land area measurements, title searches and photo interpretation.
- Responds to general inquiries from the public and government agencies regarding mapping and property issues, house numbering and map sales.
- Performs analysis on property related data using GIS application software.
- Prepares textural and graphic material for publication on the RDN website.
- Operates large format plotters and other equipment to produce hard copy prints.
- Assigns house numbers and maintains associated records.
- Receives and registers new legal plans.
- Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Perform other related duties as required.

Job Qualifications

Education/Experience

- Technical college certificate or diploma in Geographic Information Systems or equivalent technical training in ESRI GIS software³
- 4 years prior job related experience
- An equivalent combination of training and experience may be considered.

Skills/Abilities

Job Description

- Technical knowledge and experience in ESRI ARCGIS Enterprise application software, spreadsheets, relational database software, and word processing.
- Technical knowledge and understanding of digital graphic formats and web authoring tools.
- Knowledge and understanding of the principles of geographic projection systems and conversion of the Torrens system of Land Titles.
- Knowledge and understanding of the principles and structure of geospatial data in a GIS environment and an ability to apply such data for analytical purposes.
- Knowledge of aerial photography interpretation and an understanding of land survey measurement and principles and an ability to interpret registered legal survey plans.
- Ability to interpret and identify the needs of a client and then design and develop digital GIS data in order to formulate optimum desired results either as, or a combination of, digital images, printed maps, statistical data, charts etc.
- Ability to perform detailed data entry and computer operations accurately and efficiently with frequent interruptions.
- Skills in graphic design as applied to cartographic practices.

Reporting Relationship

Reports to: GIS Coordinator