

**City Trail**

**Title** GIS Data Integrity Coordinator

**Branch** Electric

**Department** Engineering - GIS Technology

**Affiliation** MoveUP

**Job Status** Full Time Regular

**MoveUP Pay Group** 10 (with progression to group 12)

**Starting Salary** \$32.47 per hour

**# of Positions Available** 1

### **Position Overview**

The Data Integrity Coordinators are responsible for performing, under direction, mapping duties relating to on-going maintenance of the information and operation of the existing AM/FM/GIS systems.

### **Responsibilities**

- Maintenance and update of land base (legal and related mapping) data
- Maintenance and update of field data collected by operations staff including updates to the electrical information contained in the AM/FM/GIS electrical network model
- Maintenance and update of customer data
- Production of map products from existing templates and tools
- Production of reports using existing report templates and tools
- Quality control and assessment of data entered in the AM/FM/GIS
- Special projects supporting inventory and data clean-up of the AM/FM/GIS
- Support other map production, reporting and analysis projects under direction

### **Requirements**

#### **Special Skill Requirements**

- Effective communications and interpersonal skills
- Self starter requiring minimal supervision
- Ability to work as part of a team
- Mapping and GIS Skills including understanding of basic cartography and mapping systems
- Understanding of data quality assurance approaches
- Understanding of GIS and CAD data conversion techniques and approaches

#### **Knowledge and Experience Requirements**

- Grade 12 High School Diploma with two-year electric or electronic or computer technology course with a one year GIS technology course or equivalent preferred
- Working to Comprehensive knowledge of computer systems including Word, Excel, Access and MS Outlook
- Excellent organizational skills, ability to manage a wide variety of tasks

simultaneously with close attention to detail

- 2 years mapping or GIS experience in a production oriented environment preferred
- Knowledge of FortisBC organizational structure and corporate values preferred
- Experience with ArcGIS (ArcEditor or Arc Info) preferred
- Experience with ArcFm is preferred
- Experience with GIS and mapping related software (AutoCad, Map, Microstation, GeoMedia is preferred

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