

City of Corner Brook

Student GIS Work term Description

Roles, Responsibilities and Skill Set

- Digitization of City infrastructure, property and other assets.
- Aid in maintaining various GIS and AutoCAD databases and applications.
- Design and produce cartographic digital and paper maps.
- Create and maintain GIS applications via ArcGIS Online (Field maps, Workforce, Survey123, experience builder, etc.).
- Aid in trouble shooting and training of GIS applications with staff.
- Conduct QA/QC of data entry and applications.
- Knowledge of GIS data management standards, projections and coordinate systems
- Strong communication and problem-solving skills.
- Strong attention to detail and organizational skills.
- Able to work independently and in a team setting.
- Willing and ability to learn new software and/or technology.
- Ability to manage multiple projects simultaneously.

Software Experience in at least one of:

- ESRI ArcGIS product Suite (ArcPro, ArcGIS Online)
- AutoCAD (Map 3D) with ArcGIS for AutoCAD Plugin
- QGIS

Further Software and Programming Experience:

- Computer programming and expression languages (not required but an asset): Python and Arcade
- Microsoft products (Outlook, word, excel, etc.)

The student will report directly to and work closely with the GIS Administrator. The student will be involved in day-to-day maintenance and updating digital city assets as required while following current city GIS principles and standards. They will compile, digitize and georeferencing city assets, imagery and as-built infrastructure data including, but not limited to: property surveys, sanitary sewer, storm sewer and water networks. Conduct QA/QC of data entry, as-built data, existing and new GIS applications. Aid in maintenance, troubleshooting and training of various GIS applications, web maps and databases on ArcGIS Online including, but not limited to: city wide and asset specific web maps, inspection and permitting applications.