



## FRASER VALLEY REGIONAL DISTRICT

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Competition No. 2010-10

**Student I (GIS) Full-Time**

**Time-Duration Position**

Headquartered in Chilliwack, B.C., the Fraser Valley Regional District is inviting applications from qualified candidates to fill the time-duration (May 3<sup>rd</sup> to August 27<sup>th</sup>, 2010) union position of **Student I (GIS)**.

We are also looking for one Student with strong technical skills to work on the Geographic Information Systems with experience using ArcGIS and AutoCAD.

Candidates who meet the knowledge and skills requirements for the job are welcome to apply for the position. Candidates must be: (i) currently attending a secondary or post-secondary educational program, full or part-time; or (ii) have attended full or part-time, in the last academic year and plan to return in the next ensuing semester. The candidate must also have a minimum of one year relevant post-secondary education.

There will be on-the-job training for specific knowledge and skill requirements.

The wage rate for this position will be \$15.10 per hour (\$13.70 plus 10.2% in lieu of benefits).

The incumbent will be employed as a Time-Duration employee and will normally work 8:30 a.m. to 4:30 p.m., Monday to Friday with one hour for lunch.

For further information regarding this position or about the Fraser Valley Regional District please visit our website at [www.fvrd.bc.ca](http://www.fvrd.bc.ca). You may also call Janice Mikuska at 604-702-5000 or toll free (in B.C.) at 1-800-528-0061.

Interested applicants should submit a detailed resume with a cover letter quoting Competition #2010-10 by 4:30 p.m. February 15, 2010 to [jobs@fvrd.bc.ca](mailto:jobs@fvrd.bc.ca) or fax confidentially to 604-702-5461 or mail to Fraser Valley Regional District, 45950 Cheam Avenue, Chilliwack, BC V2P 1N6.

## FRASER VALLEY REGIONAL DISTRICT

### JOB DESCRIPTION

Date: January 2010

1. **CLASS TITLE:** Student I (GIS)
2. **PAY SCALE:** Pay Grade 101
3. **DEPARTMENT:** Planning
4. **ORGANIZATIONAL RELATIONSHIPS:**
  - (a) Reports to: Manager of Forward Plans
  - (b) Supervises: No staff supervision
  - (c) Coordinates with: Other Planning/GIS Staff

5. **GENERAL ACCOUNTABILITY:**

The incumbent in this class assists the Planning Management Team to achieve an efficient operation in the Planning Department GIS team by providing reliable cartographic, data processing and house-keeping duties.

6. **NATURE AND SCOPE OF WORK:**

Under supervision:

- Assists staff members in the update, preparation, and research of planning documents.
- Analyzes a variety of data pertinent to planning projects.
- Will assist with the maintenance of a variety of geographic information systems and related databases.
- Will perform cartographic and records maintenance assignments of a routine nature.
- Assists staff members in the update, preparation and completion of specific cartographic information.
- Will perform data entry into, and compilation of data from, the GIS data base.
- Prepares correspondence, documents and reports.

7. **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Must have a minimum of one year relevant post-secondary education in geographic information systems.
- Must be: (i) currently attending a post-secondary educational program, full or part-time; or (ii) have attended full or part-time, in the last academic year and plan to return in the next ensuing semester.
- Familiar with ArcGIS, AutoCad, ArcVIEW, LANs and graphic input and output devices.
- Ability to use GIS programs to create forms, input and extract information to and from existing forms.
- Able to read, interpret and prepare maps.
- Able to demonstrate clear and effective written and verbal communication skills, with the ability to explain technical information in non-technical terms.
- Proficient in the latest computer technology and programs and possess strong computer skills.
- Able to operate and trouble-shoot standard office machinery and equipment.
- Excellent interpersonal and public relations skills are essential as well as the ability to establish and maintain effective working relationships.
- Able to work independently and within a group environment.
- Must be in possession of an unrestricted valid Class 5 B.C. Driver's License.

8. **WORKING CONDITIONS:**

The incumbent shall be employed as a Time-Duration employee and will normally work 8:30 a.m. to 4:30 p.m., Monday to Friday with one hour for lunch.