



## **Capital Asset Mapping Technologist**

### **About Torbay**

The beautiful Town of Torbay is a vibrant community with over 7,899 residents on the Avalon Peninsula of Newfoundland and Labrador. Torbay is home to over 150 businesses, three schools, and numerous community groups. Situated right on the Atlantic Ocean, Torbay offers breathtaking views in a scenic, rural setting. Conveniently bordering the capital City of St. John's, all urban amenities, including major retail centers and an international airport, are within a few minutes' drive.

### **The Position**

The Town is currently searching for a motivated, energetic, and enthusiastic individual to join our team as **Capital Asset Mapping Technologist**. Reporting to the Director of Corporate Services, the Capital Asset Mapping Technologist performs a variety of technical and skilled tasks relating to the preparation and maintenance of land information systems including maps, plans, reports, and graphics; performs a variety of system functions related to the operation and maintenance of the Town's Geographic Information System; and prepares information for all municipal operations as requested.

### **Major Duties & Responsibilities**

Specifically, the Capital Asset Mapping Technologist will:

- Collect, analyze, interpret, and prepare thematic data and land information from digital base maps and other sources; map data to supplement and update information including the Town's digital map base; prepare maps, graphics or drawings for use in reports, plans, publications, exhibitions and displays for all municipal operations including municipal plan amendments, rezonings, and the development application process.
- Analyze land survey description, plans and reports; read and interpret land surveys and real property reports; prepare boundary descriptions; and prepare associated mapping.
- Use and administer Companies and Deeds Online (CADO) for the Town; complete property searches and identify land ownership using CADO or onsite at the Registry of Deeds.
- Draft municipal information onto base maps and digitized mapping; prepare preliminary designs and presentations for specific projects; prepare final presentation package for tendering and Town records; compile a variety of land information including use, zone, topography, or location of municipal infrastructure, services, and easements.

- Review subdivision application drawings for lot specifics; identify any items for further consideration; recommend the assignment of civic numbers, as required; ensure Town information is updated. Advise external agencies of new or revised street nomenclature or civic numbering.
- Prepare and support desktop and mobile GIS applications; develop procedures, routines, applications, and end user documentation; configure and maintain related GIS software; recommend upgrades to ensure the Town is current with the technology; perform GIS software patches and upgrades; ensure security in the integration of applications; and assist users as required.
- Use Global Positioning System to collect data in the field; maintain Global Positioning System connections with Virtual Reference Station Network.
- Liaise with vendors and internal staff to resolve related matters; operate software and hardware; recommend opportunities to integrate the technology into other departmental functions and assist in the integration.
- Review conveyance and easement documentation to the Town prior to acceptance and submission to Town Solicitor for registration. Coordinate land surveys and provide required information to Town Solicitor for preparation of conveyances from the Town to others.
- Liaise with Town staff, vendors, land surveyors, property appraisers, consultants, lawyers, and property owners, as required, to obtain or provide information.
- Prepare AutoCAD drawings for Town managed municipal projects in consultation with Infrastructure and Public Works.
- Conduct field planning surveys of land capability, land and building use, traffic and pedestrian movement and other municipal matters as may be required; and prepare a summary of findings.
- Provide guidance and assistance to the GIS Technician, as required.
- Maintain map filing system for all manual and computerized records.
- Maintain and retrieve information in accordance with the requirements set forth by the Access to Information and Protection of Privacy Act, 2015, and Town information management policies and procedures.

### **Qualifications**

The ideal candidate will have:

Thorough experience in land information analysis within a computerized GIS/geomatics environment, preferably in a municipal operation, supplemented by a university degree in Cartography, GIS, Geomatics Engineering, Physical Geography or Urban Geography from a recognized post-secondary institution; or sufficient qualifications as determined by assessment.

- Knowledge of and experience with current spatial and mapping software applications for a municipal setting including GIS (software, databases, application development, server maintenance), drafting software, and graphic and photo editing software.
- Knowledge of land surveying principles and practices including various coordinate systems.
- Knowledge of planning, development and infrastructure terms, standards, and regulations in a municipal environment.

- Ability to interpret various land information, land surveys, air photos, site plans, as-builts and blueprints.
- Ability to safely perform work under minimum supervision.
- Ability to communicate effectively with members of the public in a responsible and professional manner.
- Ability to establish and maintain cooperative and productive working relationships.
- Ability to contribute as a team player with personal commitment to the Town's mission, values and guiding principles and safety.
- Possession of a valid driver's license for the Province of Newfoundland & Labrador and the ability to be insured under the Town's normal insurance policy.

### **Application Process**

Applications complete with a cover letter and resume can be emailed, in confidence to [careers@torbay.ca](mailto:careers@torbay.ca) no later than **4PM on Friday January 19<sup>th</sup>, 2024**.

If you are searching for a dynamic position and are looking to join a high-functioning team, we want to hear from you!

At the Town of Torbay, we are dedicated to fostering a diverse, inclusive, and equitable workplace. We value and respect the unique perspectives, backgrounds, and talents of all individuals. Our commitment to employment equity is integral to our hiring practices, ensuring fairness and equal opportunities for all qualified candidates regardless of race, ethnicity, gender, sexual orientation, disability, religion, or any other characteristic protected by law. We strive to create an environment where every employee feels valued, respected, and empowered to contribute to our community's success.

***The Town of Torbay wishes to thank all interested applicants. Only those selected for an interview will be contacted.***