



# Engineering/GIS Technologist

Reference #J1024-0405  
Engineering Services  
CUPE, Regular Full-Time  
\$36.50 - \$42.27 per hour (2024 rates)  
35 Hours per week  
Eligible for Hybrid

## Opening Statement

The City of Kingston is grateful to experience the traditional territories of Anishinabek (Ah-nish-nah-beg), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat). Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government.

At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities.

As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services of the highest quality. Within our highly ethical environment, you'll embrace accountability by consistently going above and beyond, actively listening to our customers, creatively addressing their needs, and maintaining unwavering respect for all individuals you serve. As a result, you'll become an integral part of our qualified and dynamic team, recognized for its compassion, excellence, integrity, inclusivity, and adaptability.

## Position Summary

**\*\* Please note the primary job assignment for these positions will be aligned to GIS duties/responsibilities \*\***

**\*\* Please note the pay range for this position is currently covered under a Temporary Market Adjustment\*\***

Reporting to the Project Manager Construction, the Engineer/GIS Technologist will perform the creation, maintenance and updating of paper and electronic records associated with City of Kingston assets. The incumbent will create original records/drawings, update existing drawings and plans and maintain all record drawing information relating to Transportation and Public Works assets. These inventories will be maintained using Asset Management, database, geographic information system (GIS) computer aided design (AutoCAD), Cartegraph and other automated systems.

## Key Duties & Responsibilities

- Must provide superior customer service to City staff, the development/contractor community, residents and all other stakeholders, as applicable
- Perform basic civil drafting work to support transportation, engineering, parks and associated asset elements, construction sequencing, drainage design, plan preparation, drafting, identifying conflicts, specification selection, quantity calculations and cost estimates as well as assistance with reviewing roadway upgrades required for development applications
- Prepare drawings for smaller construction projects, transportation, parks, and ancillary civil engineering works
- Assist in the preparation of documents and tenders for construction contracts
- Provide data custodianship responsibilities. Update and maintain all mapping, databases, asset management and enterprise GIS systems related to Department and Group asset inventories ensuring accuracy and currency
- Provide cartographic and thematic mapping support for the Department and Group
- Develop and make design changes to databases and software as necessary, including customization in accordance with corporate procedures
- Assist with on-going development and modifications to the asset management data model, including procedures related to asset retirement, maintenance history and on-going performance monitoring and reporting
- Ensure that data maintenance conforms to applicable industry and corporate standards and remain up to date with technology and best practices related to GIS and asset management
- Process applicable topographical survey data, the City's Digital Imagery Program information and OBM mapping
- Assist in the preparation of applications for environmental permits
- Provide basic technical assistance and training support to users of Department and Group systems/equipment
- Provide support to clients and other staff members such as engineers, administrative personnel and operational staff
- Respond to requests for drawing and mapping data and periodically carry out field verifications
- Develop and produce GIS mapping products and use GIS data to implement and create mobile technology development for data collection
- Produce asset summaries from the maintained data to support capital planning, decision making and reporting
- Other duties as assigned.

## Qualifications, Competencies

- Two (2) year diploma + One (1) year GIS graduate certificate OR  
Three (3) year college Civil Engineering Technologist Advanced Diploma OR  
Three (3) year university Geomatics degree
- Three (3) years of demonstrated and related work experience
- Expertise using ESRI desktop software (ArcMap, ArcGIS Pro, Enterprise), web-based platforms (ArcGIS Online, REST, json) and mobile applications (Workforce, Collector, Survey123) considered an asset
- Experience using AutoCAD (Civil 3D) GPS equipment, and FME considered an asset
- Certified or eligible for GISCI (GISP) or OACETT (C.Tech or C.E.T) designations considered an asset



- Must demonstrate corporate competencies: Customer Focus, Results Orientation, Integrity, and Teamwork.

### **Skills, Abilities, Work Demands**

- Strong communication and negotiation skills in order to direct and guide consultants, staff and developers and other business units within the City of Kingston and outside agencies for the purpose of relaying information and providing recommendations
- Ability to read engineering drawings and interpret policies, guidelines and technical manuals
- Ability to write technical reports, project correspondence, contracts and agreements
- Ability to multitask and handle significant workloads
- Must perform work independently, referring potential issues with respect to scheduling, budget or progress and technical decisions having corporate or political impact to their supervisor
- Ability to undertake outside work and be able to perform the essential duties of the job such as moderate physical exertion in all seasons
- Ability to work within a deadline-oriented department
- Proficient use of computers and mobile devices (iOS, Android, Windows) to perform work in a highly technical, fast paced environment
- Must have a high level of proficiency in Word, Excel, Access, Outlook and knowledge of Cartegraph
- Must possess and maintain a valid class “G” license with a satisfactory driver’s abstract
- Must obtain and maintain a satisfactory criminal record check
- Demonstrated willingness for continuous learning, including new technology and teaching.

### **Closing Statement**

Please apply to Career Opportunities at: [www.cityofkingston.ca/Careers](http://www.cityofkingston.ca/Careers)

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We’re happy to provide more information if you email us at [HRCity@cityofkingston.ca](mailto:HRCity@cityofkingston.ca)

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Please ensure to check any spam or junk folders for any emails coming from a City of Kingston account.

**[CLICK HERE TO APPLY](#)**