

**Position Title:** GIS Specialist

**Reports to:** Executive Director

---

## Summary

This position is responsible for all aspects of GIS data management, data collection, data creation, and data analysis. The work performed in this position has a significant impact on the award of over \$130 million of federal, provincial, and municipal funds through public procurement, and it therefore requires an individual who is thorough and confident in their data analysis capabilities.

This is a home-based, 3-year contract position with a salary range of \$65,000-\$75,000 depending on experience.

## Responsibilities - GIS

- Coordinates the collection and delivery of datasets between SWIFT and external organizations such as municipalities, Internet service providers (ISPs), consultants, and Federal and Provincial ministries and agencies.
- Consolidates broadband coverage information from ISPs, anonymizes the information, and publishes updated coverage changes to SWIFT's public-facing served-area map.
- In conjunction with the Senior Network Architect, performs spatial analysis of existing wireless network coverage to determine where high-speed wireless is available.
- Analyzes data provided by ISPs to validate the number of homes that are passed by proposed broadband network designs.
- Creates, maintains, and manages SWIFT's geospatial data.
- Maintains metadata for SWIFT's geospatial datasets.
- Manages SWIFT's public-facing ArcGIS Online webmaps and apps.
- Ensures that data dissemination and sharing is compliant with all relevant NDAs and DLAs.
- Ensures that data is secured and that data backups are performed regularly.
- Performs quantitative spatial analyses and presents information in reports for interest groups (e.g. OMAFRA).
- Installs and maintains GIS software on the GIS workstation.
- Manages GIS license renewals with the software vendor (ESRI).

- Establishes standards for map products, data models, data formats, and data collection templates.

## Working Conditions

Normal working hours are a 37.5 hour week with overtime required from time to time to deal with emergencies, deadlines, special events and peak periods. Required to maintain a professional public image of SWIFT to governments, other outside organizations, and the public.

Some travelling throughout southwestern Ontario is required for performing the work.

This position is home-based, and the applicant must have access to high-speed broadband services.

## Contacts

### *Internal Working Relationships*

Internal contacts include the Executive Director, Board Members and other staff and consultants.

### *External Working Relationships*

External contacts include municipal governments, municipal agencies, provincial ministries, ISPs, various stakeholders, the general public and the media.

## Knowledge and Skill

- Sound technical knowledge of GIS acquired through post-secondary studies and at least 1 year of full-time experience.
- Extensive skills with ESRI ArcGIS Desktop software for data conversion, map creation, and data analysis.
- Understanding of or experience with fibre optic, cable, or wireless broadband network design is highly desirable.
- Ability to thoroughly analyze externally created data sets for errors.
- Experience with analyzing and converting KML/KMZ files into ArcGIS data format.
- Ability to independently problem solve and learn in a home-based work setting.
- Knowledge of rural settlement patterns in Ontario.
- Comprehensive knowledge of Windows based software; Word, Excel, Power Point, and E-mail (Outlook).

- Superior interpersonal and communication (verbal and written) skills including the ability to convey technical information to a non-technical audience.
- Capacity to think critically and solve technical problems individually and in a group setting.
- Undergraduate university degree in geography, spatial planning, or related discipline, or college diploma in GIS.