POSITION DESCRIPTION

POSITION TITLE: GIS Specialist (2-Year Contract)

POSITION CATEGORY: Digital Business

SCHEDULE TYPE: Full-time

POSITION LOCATION: Remote, BC

POSITION SUMMARY

The GIS Specialist manages the creation, execution, and maintenance of GIS solutions at PRPA, guaranteeing that GIS outputs are high-quality, accurate, and delivered on schedule. Additionally, they collaborate with internal teams, outside partners, and suppliers to ensure GIS data and applications work well with different systems and technologies.

Reporting to the Manager, Digital Business, they are responsible for developing, designing, producing, analyzing, and maintaining geographical data and cartographic materials utilizing GIS software and resources.

POSITION ACCOUNTABILITIES

- Supporting the development and management of GIS applications that are based on growing and improving business demands.
- Plan, develop, and manage GIS projects and applications according to clients' and stakeholders' specifications and requirements.
- Overseeing data flow, management, and distribution activities that are aimed at supporting GIS.
- Establish and enforce GIS policies, procedures, and protocols and ensure compliance with relevant laws and regulations.
- Manage data governance for GIS data, covering metadata, documentation, integrity, quality assurance, and quality control.
- Research and evaluate new GIS technologies, trends, and innovations, and recommend improvements and enhancements to existing GIS systems and processes.
- Prepare and present GIS reports and visualizations to communicate GIS findings and recommendations to clients, stakeholders, and leadership.
- Maintaining up-to-date and accurate geospatial documentation for reference purposes.
- Provide input into the budget, resources, and contracts of GIS projects.
- Collect, process, and integrate spatial data from various sources, such as open data sources, satellite imagery, aerial photos, GPS, surveys, and field observations.
- Design, create, edit, and update GIS databases, applications, layers, and features using GIS software and tools, including troubleshooting and resolving any issues or problems.
- Perform spatial analysis and modelling using GIS tools and techniques, such as geostatistics, network analysis, spatial interpolation, and overlay analysis.
- Produce high-quality GIS graphics, charts, and reports using GIS software and graphic design tools.
- Provide GIS technical support and training to staff, clients, and stakeholders. Completes

assignments for the Manager, Digital Business, and others, as required.
- Staying up to date or abreast with the latest developments in the GIS field.

WORKING CONDITIONS

- This position is remote within Canada. However, travel to Prince Rupert, BC, may be required from time to time.
- Regular, full-time position (37.5 hours per week).
- Regular working hours are Mondays to Fridays, 8:00 AM to 4:30 PM PCT, with 1-hour unpaid lunch break.

JOB SPECIFICATIONS

Formal Education & Certifications

- Bachelor's degree in a discipline such as Computer Science, Geography, or Civil Engineering.
- ITIL 4 Foundation is considered an asset.

Related Experience

- Minimum 7 years' experience in GIS or a related field.

Other Requirements

- Proficient in using GIS software and applications, such as ArcGIS, QGIS, Google Earth, and AutoCAD.
- Advanced knowledge and understanding of the infrastructure industry needs and workflows.
- Familiar with GIS data formats, standards, and metadata.
- Knowledge of spatial analysis and modeling methods, and techniques.
- Knowledge of automation using scripting languages such as Python, JavaScript, and Arcade.
- Ability to create clear and attractive maps, charts, and reports using GIS and graphic design tools.
- Strong analytical, problem-solving, and decision-making skills, and attention to detail and accuracy.
- Ability to manage multiple tasks and priorities, and work under pressure and tight deadlines.
- Ability to adapt to changing needs and requirements,
- Ability to learn new skills and technologies.
- Excellent interpersonal and communication skills (both verbal and written)
- Strong organizational skills and multi-tasking abilities.
- Strong customer service orientation.
- Self-motivated; works well individually and in a team environment.
- Good understanding of troubleshooting and root cause analysis.
- Able to understand, comply with and promote all Company policies, procedures and processes.
- Able to meet deadlines and work in a high paced environment with little supervision.
- Able to manage all sensitive data in a confidential and professional manner.
- Willing to provide support to others within the department and to assist with interdepartmental tasks.
- Actions, dialogue, and ideas impact PRPA's culture in a positive manner.
- Open-minded regarding improvements and suggestions.
- Able to obtain security clearance under Transport Canada's Security Clearance Program.

The base salary range for this role is $131,542-$164,427. This position is eligible for an additional 10% of the monthly base pay in lieu of health benefits during the contract, as well as a 15% annual performance variable pay.

Equity, Diversity, Inclusion and Belonging are at the heart of PRPA's culture and play a vital role in our growth strategy. We are committed to ensuring that everyone feels a sense of belonging and can contribute to their maximum potential. Our differences are the reason great things happen here. If you are an applicant in need of accommodation or special assistance throughout the interview process, please submit a request by email to careers@rupertport.com.

Individuals of Indigenous descent are strongly encouraged to apply.

Interested applicants please submit your resume to: careers@rupertport.com