

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

## Geomatics Analyst

**Requisition ID:** 140091  
**Department:** City Development  
**Classification:** 1 Full-time, Temporary  
**Affiliation:** Union / CUPE Local 129  
**Shift/Hours:** Monday – Friday, 35 hours per week  
**Salary Range:** \$36.26 to \$40.29 /hourly  
**Work Location:** City Hall, One the Esplanade South, Pickering, ON (Hybrid Remote)  
**Date Posted:** February 3, 2025  
**Deadline to Apply:** February 17, 2025

### Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Geomatics Analyst.

The successful incumbent produces and maintains cartographic, Geographic Information System (GIS), and graphic visual productions; maintains associated property databases and municipal addressing systems; and provides statistics associated with development applications, departmental benchmarking and policy monitoring.

### Primary Responsibilities

- Develops programs and maintains the corporation's online open data portal and associated geographical data sets.
- Performs necessary operations required to enter, integrate, manipulate, output and extract geographical data within new and existing databases.
- Develops GIS and property queries on the database in order to respond to user requests for information.
- Receives documents and completes work orders for data/plots, analyses, tables and custom maps and map packages as requested by staff, Council, private developers and the general public
- Provides the City with various Geomatics services including property and asset mapping requests, as well as relational database creation, population, management, maintenance and manipulation.
- Provides ongoing maintenance of the City's parcel fabric and aerial photography layers through regular updates and manual updates when necessary. Responsible for updating and maintaining the emergency response addresses
- Receives and verifies external geographical data, and provides imports and exports ensuring that data is complete, timely, accurate and in the correct format. Designs methods for importing and exporting data. Ensures imported data is incorporated into various databases such as the GIS, the license, permit and application tracking system, and other municipal systems correctly and seamlessly.
- Exchanges information where necessary/appropriate with various staff, government agencies, consultants, municipal representatives and private/public organizations.
- Assists with technical guidance and provides routine training to staff regarding the use and maintenance of the license, permit and application tracking system and the associated property database.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

### Education and Experience

- University Degree in Planning, Geography, Environmental Studies or related discipline, complemented by a certificate in Geographic Information Systems, or any combination of education, workplace training and experience deemed to be acceptable by the Corporation.

- One year working experience in the areas of Geographic Information Systems and database management, preferably in a municipal environment.

### **Knowledge, Skills and Abilities**

- Demonstrated working knowledge of Geographic Information Systems, AutoCAD, web mapping technology (preferably Geocortex), graphical design software, municipal applications and permitting tracking systems and database management. Proven ability to read, understand, and interpret reference surveys, plans of subdivisions, site plans, architectural plans, and development and building related engineering drawings.
- Proficiency in data entry, querying, programming, importing, exporting, digitizing, georeferencing, transforming, transposing, geocoding, classifying, sampling, quality assurance and control and various spatial analyses.
- Proficiency in the preparation of presentation drawings.
- Demonstrated ability to design and produce maps and graphics under limited supervision.
- Demonstrated proficiency in the use of personal computers with an advanced knowledge of windows based software applications.
- Must be medically and physically fit to perform the duties of the position.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

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The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or [hr@pickering.ca](mailto:hr@pickering.ca).

**Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.**

