

Teme Augama Anishinabek Job Description

Position GIS Technician

Department Lands & Resources

Position Reports To Lands & Resources Managers

Employment Status Full-Time

Hours 35 hours per week

Employment Type Permanent

Position Summary:

The GIS Technician supports the Lands & Resources Department by managing spatial data, producing maps, and assisting with environmental and land-use projects. This role ensures accurate, current geographic information is available for planning, referrals, environmental monitoring, consultation activities, and decision-making. The position works collaboratively with internal departments, community members, and external partners.

Primary Responsibilities

GIS Data Management and Mapping – 35%

Maintains GIS databases and spatial records, ensuring accuracy and organization. Produces maps, plans, and digital mapping products to support departmental projects and community initiatives. Document processes to ensure consistency in mapping practices.

Research, Analysis, and Reporting – 25%

Collects and interprets mapping data, including occasional field verification. Assists in analyzing spatial information and prepares reports, summaries, and visual materials that support land management and environmental projects.

Community and Stakeholder Support – 15%

Provides mapping support to internal departments, contractors, and partner agencies. Assists with presentations and helps explain spatial information during meetings, community sessions, and engagement activities.

Project and Departmental Support – 15%

Supports land-use planning, environmental monitoring, and consultation processes. Prepares maps for referrals and project reviews, coordinates mapping requirements for field activities, and contributes to departmental workplans.

Other Duties – 10%

Attends meetings, supports outreach activities, and performs other duties as assigned that are consistent with the role and departmental objectives.

Qualifications

Education and Experience

Bachelor's degree or diploma in geography, geomatics, environmental studies, or a related field

Strong background in GIS and basic computer skills, including the ability to use Microsoft Office Suite programs (Word, PowerPoint, Excel).

Ability to assess and analyze aerial imagery.

Proficiency with a variety of GIS concepts, practices, and procedures.

Strong familiarity with ESRI software.

Experience using ESRI GIS software and digital mapping systems.

Strong computer skills, organization, and attention to detail.

Ability to work independently and collaboratively in a team environment.

Certifications, Licences and Requirements

Criminal Record Check (cost to be covered by TAA)

Ability to maintain confidentiality.

Valid Ontario Class G driver's licence and ability to travel as required.

First Aid and CPR (or willingness to obtain) are considered assets.

Physical and Sensory Demands

Work involves extended periods of computer use and occasional field activities. Requires focus, accuracy, and the ability to work outdoors in varying conditions when required. Occasional lifting of supplies, files, or equipment up to 20 lbs.

Work Environment

Work occurs in both office and field settings, with occasional travel and flexibility in scheduling as needed. Other duties consistent with this position may be assigned.

Health and Safety Statement

Teme Augama Anishinabek is committed to providing and maintaining a safe and healthy work environment for all employees, members, and visitors. All employees are expected to work in compliance with applicable occupational health and safety legislation and adhere to organizational policies, procedures, and safe work practices. Employees must report hazards, follow safe work guidelines, and actively participate in maintaining a culture of safety in all aspects of their duties.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____