

Ref #:



Government of Trinidad and Tobago

JOB DESCRIPTION **CONTRACTUAL POSITION**

JOB TITLE: GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN

JOB SUMMARY:

The incumbent will be responsible for geo-processing duties and quality control, especially topological control, on a variety of source datasets for input into the Valuation Division's Geographic Information System (GIS) customized applications, inclusive of data creation and conversion; updating and maintenance of GIS databases; preparation, maintenance, and presentation of geographic-based valuation data in map form (web, digital and analogue); and other related duties as assigned.

REPORTS TO:

Specialist in Geographic Information Systems Technology

SUPERVISION GIVEN TO:

DUTIES AND RESPONSIBILITIES:

- Assists in the data gathering phase of GIS projects as defined by the Division, inclusive of data creation and conversion; checks quality of updated data layers for accuracy (geometric and attribute) and data completeness, consistency, currency and conformance with design criteria.
- Maintains and updates GIS databases;
- Utilizes relevant hardware and software to design, create and update customized web, digital or analogue maps and reports derived from valuation GIS data or any other spatial information, as required by the Division.
- Provides assistance with GPS handheld units used by field staff (configuration, general maintenance and troubleshooting).
- Troubleshoots GIS related problems; assists valuation staff in the use of GIS map applications.
- Assists in the development, testing and implementation of customized spatial applications and services (web-based, mobile and desktop).
- Responsible for developing and maintaining metadata for all spatial datasets created and/or used by the Division.
- Coordinates with staff and other agencies to obtain updated data;
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge of ESRI's software suite and products
- Knowledge of GPS handheld units and data collection techniques
- Knowledge of ArcGIS data models
- Knowledge of data extraction techniques and cartography
- Some knowledge of GIS programming languages and techniques
- Some knowledge of project management tools and techniques
- Some knowledge of relevant Public Service Rules and Regulations
- Knowledge of Microsoft Office Suite

SKILLS AND ABILITIES:

- Ability to read and create maps and to read cadastral plans
- Ability to read and understand deeds and legal instruments related to land
- Strong organizational, time management and interpersonal skills
- Ability to work independently and to operate as part of a team.
- Good problem-solving and time management skills.
- Effective report writing and presentation skills.
- Ability to establish and maintain effective working relationships with colleagues.
- Ability to interact positively with external stakeholders and members of the public.

MINIMUM EXPERIENCE AND TRAINING:

- Bachelor's Degree in Geomatics, Geography, GIS, Environmental Science, Information Systems or Computer Science together with at least one year's experience working with Geographic Information Systems will be preferred.