



# Penticton Indian Band

841 Westhills Drive,  
Penticton, British Columbia  
Canada V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

May 30, 2024

## Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

<b>Position Title:</b>	Geographic Information Systems (GIS) Technician	<b>Classification:</b>	\$ 37.35 – 46.14
<b>Department:</b>	Infrastructure	<b>Type:</b>	Level 9
<b>Status:</b>	Full Time/Permanent	<b>Responsible To:</b>	Director of Infrastructure
<b>Location:</b>	841 Westhills Dr, Penticton BC V2A 0E8		
<b>Deadline:</b>	Open until filled		

### Job Summary:

The Geographic Information Systems (GIS) Technician reports directly to the Director of Infrastructure and plays a vital role in establishing and advancing the GIS program at the Penticton Indian Band. As a key member, The Geographic Information Systems (GIS) Technician spearheads the collection, analysis, and visualization of geographic data, ensuring accurate and efficient GIS operations. The Geographic Information Systems (GIS) Technician’s responsibilities encompass database management, map creation, and collaboration with various departments to meet their GIS requirements. The Geographic Information Systems (GIS) Technician should possess a robust grasp of GIS principles and practical experience with GIS software. Beyond technical prowess, excellent communication skills are essential as you liaise with diverse teams to tailor GIS solutions. Moreover, The Geographic Information Systems (GIS) Technician imparts their expertise through training sessions and offers ongoing support to colleagues. This position demands meticulous project management and the ability to thrive in a fast-paced environment while meeting project deadlines.

### Core Competencies:

- Attention to Detail
- Problem Solving
- Critical Thinking
- Time Management
- Communication Skills
- Accountability
- Planning and Organizing

### Duties/Responsibilities:

#### Job Responsibilities and Work Performed

- Develop and maintain internal GIS applications and databases to support organizational needs

- Create, process, and edit spatial data using GIS software from various sources, ensuring accuracy and reliability
- Design high-quality visualizations, including maps and other graphic displays, for presentations and decision-making purposes
- Verify and check spatial information to ensure continuity, integrity, and compliance with industry standards and organizational requirements
- Perform LiDAR and/or aerial imagery processing, including quality control and post-processing, or equivalent classification software to extract relevant information
- Serve as the technical lead for GIS and data solutions, including developing tools and scripts to automate GIS tasks and improve efficiency
- Troubleshoot GIS software and GPS device issues, providing timely support and solutions to technical problems
- Collaborate with other teams to understand their GIS needs and requirements and develop solutions to meet those needs
- Train and support staff in the use of GIS technology, ensuring they have the necessary skills to effectively utilize GIS tools and resources
- Conduct research and stay updated on GIS industry trends, technologies, and best practices to continuously improve GIS capabilities within the organization
- Assist in the development and implementation of GIS policies, procedures, and standards to ensure consistency and quality in GIS data and applications
- Coordinate data acquisition efforts, including data collection, integration, and management from various sources
- Provide technical expertise and guidance in GIS data analysis, spatial modeling, and decision support
- Collaborate with external agencies, contractors, and vendors to acquire and exchange GIS data and resources as needed
- Participate in project planning and implementation, providing GIS support and expertise throughout the project lifecycle.
- Conduct spatial analysis and geoprocessing tasks to support decision-making and planning activities within the organization
- Maintain documentation and metadata for GIS datasets and applications, ensuring data transparency and accessibility
- Assist in the development of GIS training materials and resources for staff, stakeholders, and community members
- Support data migration and system upgrades, ensuring smooth transitions and minimal disruption to GIS operations
- Participate in meetings, workshops, and conferences related to GIS technology, sharing knowledge and experiences with colleagues and peers

## **Qualifications/Requirements:**

### **Minimum Academic/Educational Requirements**

- Bachelor's Degree, Diploma, or Certificate in Geographic Information Systems or related field

### **Other Certification, Licenses, Designations and/or Training**

- Familiarity with:
  - ArcGIS Pro
  - ArcGIS Online
  - ArcGIS Enterprise (ArcGIS Portal)
  - ArcGIS apps (ArcGIS Field Maps, Survey 123, etc.)
  - Microsoft Office Suite

### **Specific Job Skills and Levels**

- Understanding of spatial analysis techniques, including overlay analysis, buffering, and proximity analysis.
- Experience with GPS and field collection tools.
- Excellent interpersonal skills.
- Ability to organize, prioritize, and manage workload effectively.
- Ability to work independently or with minimal supervision.
- Excellent oral and written communication skills, including report writing.
- Analytical and decision-making skills.

### **Minimum Level of Experience**

- Three to five years' experience in a similar role or a role that required working with GIS and data management.

## Personality Traits (Required to be successful in position)

- Friendly, personable, professional, strong interpersonal skills
- Excellent organizational and time management skills
- Ability to multi-task
- Good communication skills in person, on the telephone and over email
- Ability to work as part of a team

## Assets:

- Knowledge of Penticton Indian Band/syilx territory
- Knowledge of *nsyilxcən* language
- Project management experience
- Previous experience working for a First Nation Government

## Working Conditions:

- In Office work 5 days a week
- Manual dexterity is required to use desktop computers and equipment
- Some travel may be required
- Sitting at a workstation for extended periods of time
- Work may occasionally be required after 5 pm and on weekends

\*All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career. Please send a resume and cover letter to the attention of:

**Armando O. Lopez, HR Manager**  
**Penticton Indian Band**

**Mail:** 841 Westhills Drive      **Fax:** (250) 493-2882  
Penticton, BC V2A 0E8      **Email:** [jobs@pib.ca](mailto:jobs@pib.ca)

**In Person:** PIB Administration Offices – 841 Westhills Drive, Penticton, BC

*The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.*