

# Job Title: Supervisor, GIS

**Requisition ID:** 1439

**Affiliation:** Exempt

**Position Type:** Permanent Full Time

**Number of Openings:** 1

**Bi-weekly Working Hours:** 70 hours bi-weekly

**Department/ Branch:** Information Technology

**Job Location:** Fort McMurray

**Salary Range:** Competitive Salary

**COLA:** Bi-Weekly - \$480

**Closing Date (dd/mm/yyyy):** Open Until Filled

**Posting Type:** Internal and External

## GENERAL DESCRIPTION:

The Supervisor, GIS is responsible for the establishing organization wide GIS (Geographic Information Systems) objectives and oversees the planning, coordinating, and managing of data by the GIS personnel. Primary responsibilities of this position include:

**Employee Development:** Performs supervisory tasks for assigned team members. Works with team to plan and balance workload. Ensures teams are managed fairly and consistently and that work processes are followed and coordinated to ensure service levels. Mentors, coaches, and provides support to staff.

**Research and Implementation:** Participates in the continuous research, development, improvement, and implementation of effective departmental strategies, tools, and guidelines based on the municipality's best practices. Analyzes the effectiveness of departmental programs and makes suggestions for further improvement. Provides input to department business plans, initiatives, and budget to ensure continuous achievement of department goals.

**Departmental Guidance:** Implements and oversees quality control on all developed and maintained GIS data. Manages all procedures related to the identification, prioritization, and resolution of client requests. Coordinates and performs error checking and reports to ensure they are evaluated and resolved. Recognizes opportunities for improving municipal staff access or contribution to spatial data and analytics. Acts on those opportunities with help from the branch to improve decision making in the Municipality. Determines the effectiveness of the products and coordinates the development or elimination of products.

## SKILLS REQUIREMENTS:

Candidates need to show evidence of the following:

- Demonstrated ability to lead and empower people.
- Experience working in team-oriented, collaborative environment.
- Excellent analytical, mathematical, and creative problem-solving skills.
- High attention to detail while maintaining a global view of the entire organization and industry trends at large.
- Working knowledge of information systems and technology and able to adapt to technology innovations and upgrades.
- Demonstrated ability to assess situations from a business perspective through collaboration and by creating strategic relationship between business areas and IT.
- Proven customer focus with demonstrated ability to build effective relationships with internal customers, external providers, and industry contacts.
- Proven ability to read and interpret engineering, survey, and legal cadastral plans, and knowledge of the Alberta Township System.
- Proficiency with one or more industry-standard Desktop GIS, AutoCAD, and other drafting systems knowledge are required.
- Working knowledge of Enterprise GIS in Municipal Government.
- Proven experience with business and technical requirements analysis, user-elicitation, modeling, verification, and methodology development.

- Experience in planning, organizing, and developing information technology policies, procedures, and practices.

**EDUCATION:**

- A degree in Geography is required, with emphasis on Geographic Information Systems.
- A certificate/diploma in GIS is also acceptable to augment an alternative degree or a degree in Geography without emphasis on GIS.
- An equivalent combination of education and work experience may be considered.

**EXPERIENCE:**

- A minimum of five (5) years experience working with GIS is required.
- A minimum of two (2) years leadership/supervisory experience leading a technical support team.
- Experience working in a public sector environment with unionized and non-unionized employees considered an asset.

**OTHER REQUIREMENTS:**

- Ability to provide a Criminal Record Check for review and acceptance.
- A valid Class five (5) Operator's License is preferred.

**SAFETY:**

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible and accountable for knowing and working in accordance with the organization's Occupational Health and Safety Directive. As per Section 2 of the Occupational Health and Safety Act, the incumbent shall ensure, while in the employ of the Regional Municipality of Wood Buffalo, the health and safety of employees, contractors, and the public.

This position is employed in a supervisory capacity. As such, the employee is required to obtain additional safety training in accordance with municipal procedures and directives.

**To apply: Please visit our website at [jobs.rmwb.ca](https://jobs.rmwb.ca)  
Current employees must apply through the internal careers site.  
We appreciate the interest of all applicants; however, only those individuals  
selected for interviews will be contacted. Late applications will not be accepted.**