



Job Specification

Position Title: GIS DATA SPECIALIST (CARTOGRAPHIC TECHNOLOGIST)
Job Code: OPSEU - Cartographic Technologist, 12854
Job ID: 10538

Purpose of Position:

To undertake the leadership role in providing geoscientific GIS expertise, related design and construction support services to the Regional Manager and staff of the Resident Geologist Program (RGP) in NW Ontario.

Duties/Responsibilities:

Position performs work within a regional office under the general direction of the Regional Manager, Northwest Regional Office.

1. Providing leadership role in the provision of geoscience-related Geographic Information System (GIS) technology expertise, services and training as required to regional staff on GIS applications for the production of geological mapping and other geoscientific products.
2. Designing and constructing of mineral resource assessment maps, graphs and other digital and hardcopy products using the automated Provincially Significant Mineral Potential (PSMP) application, as well as electronically-derived maps for land use planning purposes and geoscience compilations, reports, posters, displays and presentations.
3. Compiling geoscience data, information and images electronically to assist in tracking, interpretation and monitoring district/regional exploration and development activities; entering and verifying data in office/geoscience digital databases and assisting in digital database maintenance and management.
4. Providing ongoing support and maintenance of the Resident Geologist Program Intranet and Internet websites, including website design and ensuring compliance with ODA/other government standards; compliance monitoring and formatting information and materials produced by other Resident Geologist Program staff for posting on the Internet.
5. Providing advice, information and counter services to mineral industry clients and the general public on inquiries on geotechnical data and digital products (e.g. instructing/assisting clients in the proper use of office equipment such as computers for accessing geoscience digital databases); respond to visitor/telephone/fax/mail-in/e-mail requests for geoscience data and information (e.g. remote sensing data, geophysical data and assessment files); and selling geoscience publications, maps, reports as required; and/or redirecting client inquiries/requests to more senior level Ministry staff.
6. Providing occasional back-up support to the Mining Lands section client services and assisting with general office administrative and clerical support including the proper care and maintenance of office equipment, materials and supplies as required.

Knowledge:

- Job requires thorough knowledge of GIS (Geographic Information System) technology (e.g. CAD, Arcview/Info-GIS, CorelDraw, MapInfo, and GPS) and program-specific software applications (e.g. PSMP, MDI) to perform GIS support services and for training Regional staff as required for GIS applications (i.e. ESRI family software);
- Job requires knowledge of cartographic principles, practices and techniques for entering technical data into geoscience databases for the preparation of digital geoscience compilations including the design and construction of geoscientific maps, graphs and reports.
- Job requires knowledge of Ministry-standard computer hardware operating systems and software packages and their applications (e.g. Microsoft Suite – Word/Excel/Access/PowerPoint/FrontPage) to perform website support and maintenance, and to develop spreadsheets, tables, posters and PowerPoint presentations.
- Job requires a general knowledge of earth sciences terminology including geoscience principles and

Ministry and program-specific geoscience databases and datasets to assist Resident Geologist Program staff in compiling and synthesizing geological data and images electronically and working independently or with minimal instruction to: compile and synthesize electronic geoscience data/information/images for constructing geological compilations/maps/posters/displays/presentations; enter technical data into the appropriate fields in digital geoscience databases; instruct clients and staff on the use of office/geoscience databases; direct clients to appropriate Ministry staff for more detailed information/expert opinion as required.

- Job requires a working knowledge of office and field equipment (e.g. scanners, plotters, printers, GPS units, digital cameras, etc.) to do download and manipulate electronic information, data and images.

- Job requires a familiarity with MNDM administrative and clerical policies, practices and procedures to assist in conducting office functions (e.g. answering telephones/taking messages; photocopying/faxing/indexing/ cataloging/filing reports/documents/correspondence), handling and reconciling cash and receipts related to the sale of MNDM publications and products.

Staffing and Licensing Requirements:

Valid Ontario Driver`s License

Skills:

- Job requires solid computer skills to provide website support and maintenance functions, GIS expertise and services for the Resident Geologist Program using Arcview/Info-GIS/CAD applications for land use planning purposes, (e.g. NBI, R2G, LCCs, FMPs, etc) in preparing GIS products and materials for Resident Geologist Program staff/mineral symposia (e.g. constructing electronic geological compilations/maps/posters/displays/ presentations); and in creating, updating and maintaining office/geoscience databases (PSMP, MDI, DCL, etc.).

- Job requires good analytical and investigative skills to conduct database searches for clients; interpret and address client requests for geotechnical information; to research and synthesize background data/information/ materials in preparing geological compilations and reports; in organizing and synthesizing geological data provided by Program staff, industry, or other agencies and ministries; and in designing and creating maps/reports/posters/displays/presentations.

- Job requires good oral communication skills, tact and diplomacy in providing detailed information and instructions to clients and staff, in dealing with confidential client information, in responding to client and staff requests and queries for information and products.

- Job requires good written communication skills to assist other Resident Geologist Program staff in entering data/information into office/geoscience databases.

- Job requires the ability to address operational problems associated with a computerized data storage, maintenance and retrieval system (e.g. ERMES/LIO) and the ability to trouble-shoot minor computer/database related problems.

Freedom of Action:

- Job requires working within established program policies, procedures, practices and guidelines. Job requires assessing staff and client needs and determining the scope of problems or issues concerning client access and use of program databases.

- Job requires working independently and making decisions with minimal supervision on types of information and data to be posted on the RG Program`s Intranet/Internet websites; sources of data and information to be organized and synthesized in the construction of geoscience compilations/maps/reports/ posters/displays/presentations.

- Job requires making decisions related to organizing, maintaining and up-dating office/geoscience databases (e.g. compiling geoscience data and information for land use planning purposes).

- Job requires assessing and addressing client requests or referring queries beyond the incumbent`s scope and expertise to other more senior level program staff or Supervisor.