

GEOGRAPHIC INFORMATION SYSTEM (GIS) TECHNICIAN

On April 1, 2019, Veridian Connections and Whitby Hydro Electric Corporation merged to form Elexicon Energy Inc. The company services more than 169,000 residential and business customers in parts of Durham Region and beyond. If you are looking for an exciting opportunity in our powerful industry, consider joining our growing team of dedicated and enthusiastic employees.

This position initially reports to the Supervisor, Distribution Asset Management at the **Ajax location** and is responsible for the daily activities as follows:

DUTIES AND RESPONSIBILITIES

- + Support the utility GIS and other related software, participating in software evaluation, implementation, and expediting modifications.
- + Assist in the preparation of project specifications and documentation for the progression of GIS and OMS.
- + Provide support but not limited to G-technology, Geomedia, GIS, Oracle and AutoCAD related software, for all PC users within Asset Services.
- + Keep up to date on the “state-of-the-art” technology and make recommendations or changes accordingly.
- + Liaise with all users in the implementation of new software/hardware corrections. Act on team decisions.
- + Liaise with the Supervisor, Distribution Asset Management in a team environment on areas of policies and make recommendations where appropriate that are specific to the GIS project for Elexicon.
- + Work in a team environment to determine user requirements for system improvements. Assist with tracking and resolution of issues tabled.
- + Assist with documentation of work processes within the GIS and the greater Asset Management group. Provide assistance with conversion vendors.
- + Work with spatial and non-spatial attributes and their interface communication through the different departments, along with related software to generate maps and reports.
- + Manipulate data in Oracle or other prevalent database, into tables and views to extract or simplify for use in interfaces, publishing, analysis, and consumption by other non-technical users.
- + Work with the OT department to create targeted data models to support Elexicon’s asset data for such purposes as asset health assessments and maintenance programs.
- + Working knowledge of various programming languages required.
- + Schedule, monitor and report on project specific maintenance and data gathering projects as directed by supervisor.
- + Recommends improvements upon current GIS programs to make them run more efficiently.
- + Recommends improvements upon the reporting tools/forms generated from the GIS.
- + Maintain accurate records on all GIS installation and field data verification; ensure their continued accuracy and coordinate timely verification of said changes in accordance with the requirements of the ESA and Elexicon’s standard practices.

- + Prepare and revise as necessary system drawings for operations and/or analysis purposes, and ensure all copies are kept up to date with changes to existing facilities.
- + Ensures “As-built” conditions are reflected in customer files and on the Operating maps.
- + Participates in the routine processes of the company’s Operating, Maintenance, Construction, Connection and other Customer related activities with a particular view to GIS issues.
- + Provide hardware and software support for plotters and maintenance for plotters.
- + Support the utility billing on street lighting.
- + Liaise with outside agencies on easement requests.
- + Provide computer aided drafting and mapping services to the company for construction drawings, development plans, schematics, land base data, digital ortho-photography, and other map related products.
- + Be familiar with CEA, CSA, E&USA, ESA, IEEE, NETA, etc., as they relate to the Technician’s work or the systems being worked on.
- + Provide ad-hoc analysis on the GIS product as requested by the supervisor and or other operating departments.
- + Ensure the GIS product is functional and allows the end users the ability to analyze, report and edit the system as their status on the system dictates.
- + Participate in the Health and Safety programs / meetings / trainings as sanctioned by the Organization or the Department and meet or exceed the workplace safety and health related goals.
- + Other duties as required may be considered part of these responsibilities.

KEY SKILLS

- + Basic understanding of electrical distribution, utility related construction practices, standards and associated materials.
- + Basic programming knowledge / working knowledge of databases.
- + Proficient with G-technology, Geomedia, ESRI, GIS, Oracle and AutoCAD related software.
- + Proficient in Microsoft Office applications (Microsoft Word, Microsoft Excel, Microsoft Outlook, etc.).

MINIMUM QUALIFICATIONS

- + 2 years community college or equivalent.
- + Knowledge of electrical distribution systems.
- + 3 to 5 years relevant experience.
- + Must register with OACETT as a Certified Technician or Technologist in the Province of Ontario or graduate of a full time college course in GIS related technology that would lead to certification.

APPLICATION PROCESS

Interested and qualified applicants are encouraged to submit their resume to:

hr@elexiconenergy.com by **November 20, 2020**. Please quote position title that you are applying for in the **subject line of your email**. Applicants please note that accommodations can be provided upon request. Only the candidates who meet the qualifications and experience for the position will be contacted for an interview.

We thank you for your interest in Elexicon Energy.