



ADAMS LAKE INDIAN BAND

JOB POSTING

GIS Specialist/Technician

(Term Position)

NATURE & SCOPE OF WORK:

Reporting to and under the direction of the Director of Natural Resources, or designate, the GIS Specialist/Technician is responsible for compilation, integration, development, updating, and maintenance providing a complete range of the GIS systems. Mapping support for the planning, reporting and analysis to the Adams Lake Indian Band Natural Resource Department which includes assisting the project field crews and perform field research, participating in data analysis, interpretation, and report preparation for any archaeology for the Adams Lake Indian Band.

POSITION TASKS:

1. Maintain a positive, professional environment in accordance with Adams Lake Indian Band policies and procedures.
2. Utilizes digitizing works to incorporate assigned characteristics into maps
3. Creates, up-dates, edits required maps, symbolizing layers on maps to show defining data and templates for site plans, planting maps and other usage. This would include compilation of datasets as new information gathered, downloading TRIM files (shape files) for arc map usage document field work data from Arc Map to notes and compile site forms, technical reports and maps for archaeology and downloads TRIM (shape files) for ArcMap usage
4. Maintains accurate and up to date systems, data files, reports, and records
5. Assists with Archaeology, woodlot and for PFR mapping, reports as required field crews
6. Liaise with other outside agencies, organizations, and groups. Receive forestry and other requests from proponents from incoming referrals and track using Community Knowledge Keeper (CKK) system. Performs silviculture data entry and updates government reporting information, including the tracking of development, silviculture, logging, and other obligations
7. Processes client submission packages, sets up client accounts and enters data into Phoenix system
8. Notifies clients once submission packages are completed
9. Perform file searches using first nations, museum, university, and federal records
10. Instruct and assist other field employees on methods of inventory and provide verbal and written instructions for specific tasks that they are required to perform
11. Track work in progress, modifies work techniques and recording procedures as necessary
12. Maintain and updates personal update billing and forward provide to Office Manager for invoicing
13. Provides technical support, other work or projects that may involve contracting services out
14. Answers inquiries, provides information and forms as required
15. Maintains the work area in a clean and professional manner
16. Required to do some fieldwork and training to end users of the CKK system
17. Familiarity with Cumulative Effects and programs like ALCES
18. Performs other related duties as required.

KNOWLEDGE AND SKILLS:

1. Minimum 3 years' experience in related field
2. GIS Certificate or equivalent
3. Natural Resource Degree, an asset
4. Previous experience in GIS, mapping and CKK systems would be an asset
5. RISC Certificate required or willing to acquire
6. Knowledge of ALCES (A Landscape Cumulative Effects Simulator) or willingness to learn
7. First Aid and Wilderness First Aid, preferred
8. Knowledge of invoicing practice
9. Knowledge of the government and first nations laws, rules and regulation related to archaeology
10. Knowledge of Secwepemc Culture, an asset
11. Knowledge and experience in archaeological survey, testing and data recovery, and monitoring.
12. Ability to maintain a high level of accuracy in preparing and entering information
13. Experience working with Arcinfo and develops various types of Arcmap
14. Familiar with Electronic Submissions (forestry) or willingness to learn mapping forestry development work (cp, sp, rd app, cruise maps)
15. Experience with results reporting

Other Requirements

- Valid B.C. Class 5 Driver's License (copy required)
- Reliable transportation with valid insurance

Interested applicants please direct cover letter and resumes to:

Human Resource Department
6453 Hillcrest Road or PO Box 588, Chase, BC, V0E 1M0
Email: Human-Resources@alib.ca

This position will remain open until a suitable candidate is found
(A complete job description is available upon request)

Only those short listed will be notified for interviews.