

Position: GIS / AUTOCAD TECHNICIAN
Term: Full Time
Location: Newmarket, Ontario
Issued: 21 November, 2019
Deadline: 20 December, 2019 (5:00 pm)

THE POSITION:

LARKIN+ is looking to add a valued member to our growing consultancy. We are currently seeking a GIS/CAD TECHNICIAN [ENTRY LEVEL POSITION]. Working with our staff, you are a self-starter, willing to work as part of an energetic, collaborative team and be provided with opportunities to demonstrate your initiative. You also have a demonstrated interest in developing your professional / technical skills. The position requires a highly motivated, flexible, enthusiastic team player, able to demonstrate experience and/or schooling in GIS and AutoCAD, Sketch up, 3D modelling and other presentation software types such as the Adobe Suite (preferred).

An understanding of land use planning policy documents and municipal approvals process is also considered an asset. Some evening work may be required to support the planning team, along with occasional travel to project sites. We offer a comprehensive benefits package to our employees, along with competitive compensation rates.

RESPONSIBILITIES...

- ✓ Assisting Planners with planning applications and permits using ESRI software Suite and Civil 3D by preparing plans, maps, analyzing spatial data, conducting property research and compiling planning policy information for land development projects;
- ✓ Compile, analyze and manage land use development and demographic information and geospatial datasets;
- ✓ Administration of Corporate ArcGIS Online Account and Apps (such as Collector);
- ✓ Display and spatially analyze land use, environmental, and demographic data;
- ✓ Create databases, populate and manage GIS related geodatabases;
- ✓ Independently attend site visits, sometimes over challenging terrain, to collect spatial data and use of Laser Range Finder;
- ✓ Work with IT staff to maintain GIS server system; and,
- ✓ Perform other duties as required which may include:
 - ▶ Reviewing and advising senior management on Data Sharing Agreements,
 - ▶ Preparing agenda/minutes for planning related meetings,
 - ▶ Managing social media and website content, and other general administrative support as needed.

QUALIFICATIONS...

REQUIRED...

- ✓ Diploma/Certificate in Geomatics / GIS, or other closely related field, with a 1 to 3 years demonstrated GIS experience;
- ✓ Knowledge and competency in statistical analysis, geoprocessing and georeferencing methods and tools, and cartography;
- ✓ Demonstrated technical writing and oral communication skills;
- ✓ Proficiency in ArcGIS is essential including 3D Analyst extension, and able to prepare plans utilizing Civil 3D;
- ✓ Strong technical writing, communication, manual and computer graphic skills;
- ✓ Proficient with various computer applications within a Windows environment with an emphasis on Microsoft Suite, Photoshop, Sketchup and other 3D computer modeling applications;
- ✓ Type G Driver's license with access to a vehicle.

ASSET (OPTIONAL)...

- ✓ CACPT certificate is recommended;
- ✓ Experience with City Engine and Adobe Suite; and,
- ✓ Previous experience in land use planning (policy, process).

THE COMPANY ...

LARKIN+ Land Use Planners Inc. (LARKIN+) is a professional land use planning consulting practice providing services to public and private sector clients located across a diverse geographic area. Established in 1996 in the Town of Newmarket Ontario, our projects are generally concentrated in southern Ontario.

***Our PHILOSOPHY...** is one of inclusion, whereby we believe that all voices need to be heard so that a proper planning solution can be achieved.*

***Our APPROACH...** is to achieve consensus wherever possible amongst the various stakeholders in the planning process.*

***Our FOCUS...** is to provide detailed research and objective analysis to determine optimal solutions for our clients.*

We work closely with all interested parties involved with our projects to identify planning solutions that meet project goals and adhere to good planning principles. Our urban planning and design consultancy delivers results for our clients pertaining to their land use planning projects from the formulation and interpretation of land use planning policy to detailed site planning exercises.

GENERAL INFORMATION...

BUSINESS HOURS 8:30 am TO 4:30 pm (Flexible),
Monday to Friday
WORK WEEK [TYPICAL] 37.5 hours (7.5 hours /day)
PAY BASIS | AMOUNT Salary | To be determined
PAY PERIOD Monthly
EMPLOYMENT TYPE Permanent (Full Time)
COMPANY BENEFITS Provided (Per Company Policy)
SALARY RANGE. Commensurate with experience
REPORTING TO Managing Associate

TO APPLY...

Send your CV and cover letter to Mr. Aaron Gillard, RPP, Managing Associate, amg@larkinplus.com with "GIS/CAD TECHNICIAN" in the subject line. Your cover letter should explain your interest in land use planning and design.

Please be advised, only candidates selected for an interview will be notified. Thank you for your interest in LARKIN+.