



## TOWN OF QUALICUM BEACH

## GIS STUDENT

### Temporary, Full-Time Job Competition No. 2026-08

The Town of Qualicum Beach is seeking applications from energetic and enthusiastic candidates for the available position of GIS Student in our Information Technology Department. The successful applicant will support the Information Technology Department and gain valuable understanding of local government GIS and processes.

This position will be available on a temporary full-time basis for a period of up to four (4) months with an anticipated start date in April 2026.

#### Typical duties will include:

- Digitize and automate large volumes of records – including engineering drawings, service cards, cadastral, and survey data – within the Town’s enterprise GIS to ensure geographic data is accurate and current.
- Contribute to a variety of GIS-related tasks and projects.
- Gain practical experience with advanced GIS tools and platforms, such as ArcGIS Pro, ArcGIS Enterprise, FME, and VertiGIS Studio, while supporting ongoing departmental initiatives.
- Collaborate closely with the GIS staff to learn municipal GIS workflows and support the delivery of GIS services.
- Assist with the development and deployment of web GIS applications and process automations.
- Support GIS data collection and maintenance using tools potentially including Trimble Catalyst, ArcGIS Field Maps, Survey123, ArcGIS Enterprise, ArcGIS Pro, and Generative AI/Deep Learning.
- Communicate identified GIS data issues and proactively suggest practical solutions.

#### Required qualifications include:

- Currently enrolled in a post-secondary institution (full-time or part-time). A GIS-related discipline is considered an asset.
- A valid Class 5 Driver’s License with a safe driving record.
- Experience with the Esri platform (ArcGIS Pro, ArcGIS Portal, ArcGIS Enterprise/ Online) and an understanding of relational database systems.
- Ability to work effectively as a team and strong interpersonal skills.
- Demonstrated ability to communicate effectively in writing and in person.

#### Preferred assets:

- Familiarity with engineering drawings and Land Surveying
- Knowledge of python and arcade programming languages
- An understanding of various GIS technologies as follows:
  - FME
  - ArcGIS Field Maps
  - ArcGIS Survey123
  - ArcGIS Dashboards
  - ArcGIS Experience Builder or VertiGIS Studio

The terms and conditions of employment are covered by the CUPE Local 401 Collective Agreement. The rate of pay is \$20.49/hr (July 1, 2024 rate). Successful applicants will be expected to work 35 hours/week, Monday

to Friday from 8:30am to 4:30pm. The successful applicant will be required to provide a recent driver's license abstract.

Interested candidates are invited to submit a resume and cover letter, along with copies of relevant certificates to:

**Human Resources**

#201 - 660 Primrose Street, P.O. Box 130

Qualicum Beach, BC V9K 1S7

Email: [careers@qualicumbeach.com](mailto:careers@qualicumbeach.com)

**Posting No. 2026-08 | Deadline for applications is April 8, 2026**

*The Town of Qualicum Beach is an equal opportunity employer committed to building a diverse and inclusive workplace. We encourage applications from all qualified candidates who are legally entitled to work in Canada, including individuals from diverse backgrounds and perspectives, 2SLGBTQIA+ persons, and members of minority groups.*

*We thank all applicants for their interest; however, only those selected for further consideration will be contacted. If you have been shortlisted for the posted position and require an accommodation throughout the hiring process, we would be pleased to discuss how to best accommodate your needs.*