



## EMPLOYMENT OPPORTUNITY

### INFRASTRUCTURE DEPARTMENT TEMPORARY SUMMER EMPLOYMENT

#### Department

We are currently recruiting a temporary, full-time GIS/Surveying summer position for our Infrastructure Department.

**Contract Start Date**

May 5, 2025

**Hours Per Week**

35

**Contract End Date**

August 29, 2025

**Compensation Rate**

\$28.45 per hour

**Division**

Infrastructure & Operations

**Closing Date**

February 9, 2025

#### About this Opportunity

As a team player of the Infrastructure and Operations Department at the Town of Edson, the GIS/Surveying Summer Student will help in enhancing the Town's Asset Management System. Guided by the corporate wide Asset Management Plan, the Summer Student will support Department champions in collecting, updating, and presenting asset information to ensure that accurate and accessible spatial and asset data is available to the organization for decision making. They will also perform additional tasks under the direction of the Infrastructure Manager as required.

#### Responsibilities include but not limited to:

- Participate in hands on training and orientations of Infrastructure Department related equipment.
- Conduct data collection projects and enter attribute information for updating and maintaining the infrastructure database systems and in ArcGIS.
- Assist staff with data management, conversion and simple map preparation using Geographic Information System (GIS) and/or AutoCAD software.
- Assist with the creation of reports and thematic maps by analyzing, converting, importing, and exporting data into and out of the GIS.
- Assist in the maintenance of data records systems related to engineering drawings, manuals, business processes, and other documentation.
- Create, edit, geo-reference spatial data, and infrastructure database for mapping using ArcGIS and other custom GIS software.
- Search for and obtain as-built engineering drawings required to perform various job functions using ArcGIS and in the field.
- Collect, review, verify, and enter information/data into databases/forms, as well as analyze and evaluate the data used for decision making.
- Fieldwork includes technical investigations, inspections and data collection using Global Navigation Satellite System (GNSS) surveying tools.
- Learn the operational knowledge of Occupational Health and Safety and its' application to the department.
- Assist full-time Infrastructure Department staff with assigned tasks as required.



### **Working Conditions**

Work indoors/outdoors, must have the ability to continuously use tools and equipment related to surveying and GIS operations. This position requires proper PPE as appropriate to the performance of duties.

### **Qualifications**

*You are an ideal candidate if you have the following:*

- Enrolled, or set to graduate, in a diploma program at a college in a related field, preferably Surveying and Geospatial Engineering Technology.
- Valid Class 5 Driver's License is required.
- First Aid certification is an asset.
- Ability to multi-task and prioritize workload efficiently.

**Note:** *The Town of Edson may consider different combinations in education, certifications and experience when filling this position.*

### **How to apply**

Please forward your resume by quoting **Competition #EDSOU-202505** to:

Human Resources  
Town of Edson  
PO Box 6300  
Edson, AB T7E 1T7  
Email: [humanresources@edson.ca](mailto:humanresources@edson.ca)

*We thank all applicants for their interest and advise that only those selected for interviews will be contacted.*