



590 Steven Court, Newmarket, Ontario L3Y 6Z2
Tel: (905) 895-2309
Fax: (905) 895-8931
E-mail: nmhydro@nmhydro.ca
Web: www.nmhydro.ca

Newmarket-Tay Power Distribution Ltd.

GIS TECHNICIAN

JOB ID: OP-21-113

Newmarket-Tay Power Distribution Ltd. (NT Power) delivers power with pride to almost 50,000 customers within the Town of Newmarket, Town of Midland and Tay Township. Headquartered in Newmarket, Ontario, NT Power has an additional office in Midland, Ontario, which is approximately one hour north of Newmarket along the shores of Georgian Bay.

We require a dynamic, highly motivated, and proactive **GIS Technician**. Reporting directly to the Manager of Engineering, you will work in a team environment at our head office in Newmarket.

POSITION SUMMARY

This position will be responsible for the administration, development, maintenance, technical support and troubleshooting of the Geographic Information System (GIS) and other engineering systems including AutoCAD, databases and other systems and technologies while supporting the safe and reliable construction, operation, and maintenance of the NT Power distribution system. You will provide mapping support functions and will prepare/maintain records, reports, logs, maps and control points for the operation of the electrical distribution system.

Although the qualifications below would be nice to have, we believe our greatest asset is our employees, their ability to learn, and their cultural fit to the future direction of this organization. We strive to be, an independent, industry leading LDC committed to our customers changing needs. If you think you would excel in a growing, high paced and independently directed position, this opportunity is perfect for you.

KEY RESPONSIBILITIES:

- Provide configuration, administration and maintenance of the GIS, AutoCAD, and other engineering systems and technologies
- Perform tasks associated with the creation and upkeep of digital maps and creation and administration of the GIS database, landbase, symbol libraries, menus and database structures and workflows
- Prepare and maintain electronic drawings for various distribution system projects in accordance with NT Power and engineering standards, practices, policies and procedures
- Assist in the preparation of as-built construction drawings for Capital and O&M projects
- Support engineering activities through the analysis of geographic & asset data, preparation and delivery of custom thematic maps and reports
- Supply permanent records and technical information to others, including utility personnel, customers, contractors, regulators, road authorities and consultants
- Coordinate searching of titles to determine property owners, easements and documentation of legal plans from the registry office, region, municipalities and surveying companies
- Provide technical support, troubleshooting, testing and debugging of existing and new technology systems
- Assist with NT Power's digital transformation and modernization including preparation of specifications and documentations of systems and technologies, as well as, integration of GIS and other software based technologies with other corporate enterprise applications
- Maintain the quality of NT Power system records, information systems, electronic drawings and data
- Supply permanent records and technical information to others, including utility personnel, customers, contractors, regulators, road authorities and consultants
- Coordinate and apply applicable project management methodologies in the timely completion of system and technology projects assigned
- Perform other duties as assigned



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QUALIFICATIONS AND REQUIREMENTS:

- Completion of a GIS program at a recognized post-secondary institution with a degree/diploma. Preference will be given to those with a minimum of 3 to 5 years relevant experience.
- Proficient in electrical engineering systems and technologies with extensive use and working knowledge in GIS, ESRI, AutoCAD and MS Office
- Working experience in SQL, Oracle, SCADA and communication network will be an asset
- Knowledge of electrical distribution systems
- Applicants must have an excellent safety and attendance record and strong safety awareness.
- Must be highly motivated team player with strong interpersonal and communication skills to interact with both internal and external clients
- Must possess a valid Ontario Class G Drivers license with a good driving record

APPLICATION INFORMATION

Interested applicants should submit a résumé in confidence with all applicable information to: recruitment@nmhydro.ca. Please place the position title and the job id number in the subject line of your email.

We appreciate the interest of all candidates, however, only those selected for an interview will be contacted.

Candidates are required to disclose NTP employees who are immediate family members when submitting their application.

The successful candidate will be required to submit a satisfactory a criminal screening record and three satisfactory reference checks as a condition of employment.

APPLICATION DEADLINE FOR THIS POSITION: BY 4 P.M., FRIDAY, NOVEMBER 5, 2021.

Newmarket-Tay Power Distribution Ltd. is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our LDC community. Accommodation will be provided in all parts of the hiring process. Applicants need to make their requirements known in advance to: recruitment@nmhydro.ca.