



*Cypress County*  
**EMPLOYMENT OPPORTUNITY**

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**TEMPORARY MUNICIPAL INFRASTRUCTURE MANAGEMENT TECHNICIAN  
(APPROXIMATELY 3 MONTHS)**

Cypress County is a rural municipality in the southeast corner of Alberta. The majority of the County's 1.3 million hectares are utilized for agricultural purposes, including high intensity irrigated cropping. Oil and gas activities plus the Canadian Forces Base Suffield are other major components of the area's economy.

The County's 7,600 residents live on farms, acreage subdivisions and in 10 small urban communities. Cypress County promotes a relaxed rural lifestyle and a safe community for families. Along with the City of Medicine Hat, CFB Suffield and Cypress Hills Provincial Park, this area is a great place to live and work.

We have a **temporary** opening for a Municipal Infrastructure Management (MIMS) Technician. Reporting to the Planning Supervisor, this position is responsible for managing and maintaining the integrity of the municipal infrastructure management system/database. Duties include using GPS data collectors to gather fieldwork data; inputting information into the MIMS; preparing reports and updating drawings as requested; performing other related duties .

The successful candidate will have or be working towards completing a post-secondary certificate or diploma in GIS or related field. You have practical work experience in MIMS or GIS, database management, field surveying and computer aided drafting. You are proficient with MS Office products, AutoCAD, AutoCAD Map. You have excellent organizational, problem-solving and communication skills and enjoy working with a wide range of people.

Cypress County offers a competitive salary. This full-time, temporary position entails a 37.50 hour work week. To learn more about what Cypress County has to offer please visit our website, [www.cypress.ab.ca](http://www.cypress.ab.ca)

If this opportunity interests you, please forward your resume and cover letter no later than:

**4:30 pm on Wednesday, October 2, 2019 to [competitions@cypress.ab.ca](mailto:competitions@cypress.ab.ca)**

*Cypress County would like to thank all applicants for their interest and time.*

**POSITION TITLE:** Municipal Infrastructure Management (MIMS) Technician

**REPORT TO:** Planning Supervisor

**SUBORDINATE POSITIONS:** None

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### **Scope**

The Municipal Infrastructure Management (MIMS) Technician is a position responsible for managing and maintaining the integrity of the municipal infrastructure management system/database. In addition to system/database management this position also does fieldwork to gather data using GPS data collectors.

### **Job Description**

- Through field surveys, collects and maintains infrastructure data such as water and sewer distribution systems and components, roadways and related structures, using GPS equipment,
- Responsible for incorporating information into the MIMS to support a wider range of analyses and to promote the use of this data for management and/or development scenarios.
- Compiles, stores, manipulates mapped spatial data (MIMS) on local area network computer for the purpose of analysis, asset management/maintenance and graphical representation of spatial relationships between features.
- As requested, prepares various reports and updates drawings and plans for asset management and maintenance operations.
- Operates and maintains GPS data locating equipment as well as plotters, scanners and digital equipment used in the creation and maintenance of records.
- Trains and participates, as required, in the Municipal and Regional Emergency Response Plans
- Performs other related duties as assigned or otherwise delegated and required.

### **Position Requirements**

- Possess a post-secondary certificate or diploma in GIS Tech or a related field.
- Minimum of two (2) years practical work experience in MIMS or GIS, database management, field surveying and computer aided drafting.
- Demonstrated knowledge of drafting and cartography in a computerized environment.
- Experience with survey drafting, cartography, and ability to read and interpret the Alberta Township System.
- Valid Class 5 Driver's License with an acceptable abstract.
- Ability to establish and maintain effective working relationships with a variety of people.

- Good interpersonal and communication skills, including the ability to express ideas both orally and in writing clearly and effectively.
- Proven accuracy and attention to detail in related work.
- Ability to work with minimal direction.
- Ability to work outdoors with sometimes difficult terrain, under various weather conditions for extended periods of time.
- Proficient in AutoCAD, AutoCAD Map as well as MS Office products (including, Word, Excel, Access).
- Experience in ARC GIS would be considered an asset.
- A management approved equivalent combination of education and experience may be considered.