

GIS Technician

Job ID: OP-25-139

Newmarket-Tay Power Distribution Ltd. (NT Power) delivers electricity 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, approximately one hour north of Newmarket along the shores of Georgian Bay.

We require a dynamic, highly motivated, and proactive **GIS Technician** to work out of our head office in Newmarket. This is a full-time position, with a comprehensive benefits package and pension plan.

POSITION SUMMARY

This position will be responsible for the development, maintenance and user technical support of the Geographic Information System (GIS) and engineering system applications including CAD, databases and other technologies while supporting the safe and reliable construction, operation, and maintenance of NT Power's assets and infrastructure. 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.

DUTIES AND RESPONSIBILITIES

- Provide support in the configuration, administration and maintenance of the GIS, CAD, 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 and record keeping
- 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 user technical support, troubleshooting, testing and debugging of existing and new technology systems
- Assist with NT Power's digital transformation and modernization including providing support in the 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
- Coordinate and apply applicable project management methodologies in the timely completion of system and technology projects assigned

QUALIFICATIONS

- Completion of a GIS program at a recognized post-secondary institution with a degree/diploma or equivalent. 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

If you are interested in this position and meet the qualifications, please submit your resume by visiting our Careers page at <https://ntpower.ca/careers>. Please include the position title and the job ID number in the subject line of your e-mail. We appreciate the interest of all candidates, however, only those selected for an interview will be contacted.

APPLICATION DEADLINE FOR THIS POSITION IS FRIDAY, JULY 4, 2025, BY 4 P.M.

Candidates are required to disclose NT Power employees who are immediate family members prior to the interview.

Successful candidates will be required to obtain a criminal verification screening as a condition of employment.

NT Power 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 when applying through <https://ntpower.ca/careers>.