



## CAREER OPPORTUNITY

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<b>Position Title:</b>	GIS Intern Temporary (16 weeks)
<b>Competition Number:</b>	<b>2026-36</b>
<b>Department:</b>	Engineering, Development and Operational Services
<b>Closing Date:</b>	<b>This position will remain open until filled.</b>
<b>Salary:</b>	\$20/hr

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The City of Corner Brook is presently accepting applications for the non-unionized position of GIS Intern within the Department of Engineering, Development & Operational Services. The GIS Intern, under the direction of the GIS Administrator, will gain valuable experience with spatial data preparation, maintenance and editing data sets and map and application production. This position will carry out routine tasks independently while receiving close supervision with more complex GIS related tasks.

As the GIS Intern you will be mentored and aided in performing the following tasks

- **GIS Data Management and Development:** Perform basic data editing, preparation, maintenance, spatial queries, and digitization of GIS datasets (vector and raster).
- **Software Support Assistance:** Act as point of contact and aid City staff with GIS software usage and troubleshooting.
- **Data Migration:** Convert existing CAD drawings, paper drawings, vector and raster data into GIS databases.
- **Mapping & Reporting:** Create and maintain digital and paper maps, applications and reports using ESRI Suit, ArcGIS Online, CityWorks and automation software.
- **Data Integrity:** Maintain data integrity, update databases, and ensure compliance with GIS standards and policies. Help document GIS processes, data sources and metadata.
- **Compliance:** Adhere to OH&S Regulations and City policies.

### Requirements:

- Diploma in GIS Technology or Geomatics from a recognized post-secondary institution or currently enrolled in this program.
- Proficient in ESR ArcGIS suit of Products: ArcPro, ArcGIS Online (Field Maps, Survey123, Experience Builder, etc.)
- Knowledge of Programming Languages: Python, Arcade, SQL
- CityWorks Asset Management Solutions (AMS) and Permitting, Lands and Licensing (PLL) an asset.
- Autodesk AutoCAD (Map 3D) an Asset
- Automation cloud-based software: Make (formally integromat) or MS Power Automate an asset.
- Knowledge of Microsoft Suit of Products (Outlook, Word, Excel, Access).

- Returning to school following the Internship

The City of Corner Brook will provide support throughout the recruitment process to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. Candidates are encouraged to discuss specific needs with the City's Human Resources division, by emailing [hr@cornerbrook.com](mailto:hr@cornerbrook.com)

*The City of Corner Brook thanks all applicants for their interest; however, only those selected for an interview will be contacted.*

Please submit résumés, **giving complete details of qualifications**, and stating competition number to the Human Resources Office via e-mail [careers@cornerbrook.com](mailto:careers@cornerbrook.com)