



**Renfrew**  
Bridging Charm and Convenience

**SUMMER EMPLOYMENT OPPORTUNITY  
#25.03 – GIS Technician (1 position)  
Department of Development & Environment**

**Description:**

The Town of Renfrew invites applications for the position of GIS Technician – Summer Term. We are seeking a university/college student or recent graduate to assist staff with a variety of administrative and technical duties. The successful candidate will be engaged with the Town's GIS system as it relates to land use planning, asset management and public works/construction activities. The summer employee will assist in field data collection, utilizing and modifying a database and associated forms, data QA/QC, data manipulation, and computer aided drafting/mapping. Excellent computer skills are essential in this position. Proficiency in ArcGIS Pro, AutoCAD/Civil 3D, MS Word, Excel, and Teams, PDF editors (Acrobat Pro), and web browsers would be beneficial. The availability of this position is subject to funding approval by Town Council.

**Qualifications:**

- University or college student or recent graduate who have successfully completed at least the first year of post-secondary education in an engineering, urban planning, or GIS program.
- Familiarity with ArcGIS Pro is considered an asset.
- Ability to communicate with coworkers and ratepayers verbally and in writing.
- Able to be a team player as well as work independently.
- Ability to undertake self-directed learning.

**Rate of Pay/Hours of Work/Location:**

- \$18.20/hour (under review)
- 35 hours/week - Monday to Friday, 8:00 a.m. - 4:00 p.m.
- The employment term for this position will be 16 weeks from May through August.
- Renfrew Town Hall, 127 Raglan Street South, Renfrew, ON

***Qualified applicants are invited to submit their resume, stating:  
"Town of Renfrew - #25.03 GIS Technician"  
by 4:00 p.m., Wednesday March 5<sup>th</sup>, 2025, to:***

Town of Renfrew, Attn: Jenn Fleming, Compensation/HR Specialist  
127 Raglan Street South, Renfrew, ON K7V 1P8  
EMAIL: [jfleming@renfrew.ca](mailto:jfleming@renfrew.ca) (in MS Word or pdf format)

***Thank you for your interest, however, only applicants considered for an interview will be contacted. Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.***