municipality of cumberland

Job Posting

GIS & Planning Technician Summer Term
Term: May 4 – August 28, 2026

The GIS & Planning Technician is responsible for supporting a variety of mapping projects, data collection and management, and civic addressing, as well as responding to public and internal queries that require the ability to navigate the municipality's GIS databases. This role will also support tasks within Planning and Permitting & Inspection team. This position is subject to budget approval.

See below for detailed position description and hourly rate.

Deadline for resumes is Wednesday, March 4, 2026, at 1:00 pm.

Please forward your cover letter and resume to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "GIS & Planning Technician Summer Term"

Department of Development and Planning: GIS & Planning Technician (Term)

TERM EMPLOYMENT
Term: May 4 – August 28, 2026

Job Title
GIS & Planning Technician (Term)

About the Role

The GIS & Planning Technician is responsible for supporting a variety of mapping projects, data collection and management, and civic addressing, as well as responding to public and internal queries that require the ability to navigate the municipality's GIS databases.

This role will also support tasks within Planning and Permitting & Inspection team.

This position reports to the GIS Analyst.

Responsibilities and Duties

a. Collecting, managing, processing, and presenting geospatial data using GIS software and tools.
b. Assisting in the creation of web applications and tools for integration into municipal workflows.
c. Civic addressing (training and guiding documents provided).
d. Assisting the GIS Analyst as needed.
e. Scan and secure permit file data.
f. Support public engagement sessions for mapping Plan Review.
g. Research for planning documents such as site plan agreements, variances, and subdivision by-laws and processes.
h. Support data updates to website for Development & Planning.
i. General office and computing tasks.
j. Fieldwork will be required.
k. Manage all records in accordance with the Municipality's Records Management policy.
l. Perform other duties as assigned or required.

Qualifications

a. Student or graduate of a GIS, Geomatics, Planning or Geography program offering a certificate, diploma, advanced diploma or degree
b. Excellent knowledge of GIS concepts and ArcGIS software suite (ArcGIS Pro, ArcGIS Online)
c. Strong organizational and analytical skills
d. High level of accuracy and attention to detail

e. Good knowledge of global positioning systems (GPS)
f. Excellent oral and written communication skills.
g. Can work independently and as part of a team
h. Professional demeanor and strong work ethic.
i. Ability to legally work in Canada
j. Valid driver's license in Nova Scotia
k. Current WHMIS and First Aid, or willing to obtain

Salary and Benefits

The Municipality has an approved hourly rate for this position.

Hourly Rate: $25.00

**Please note this position is subject to budget approval.

This is a term position that will be required to work out of the Upper Nappan Service Centre.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.