



GIS Administrator *Career Opportunity*

About Sault Ste. Marie: A welcoming and vibrant community of 78,000, Sault Ste. Marie provides an affordable, active lifestyle in the heart of the Great Lakes. What you will find here is a great career and even greater quality of life that offers short commute times and quick access to world class cultural and natural amenities. For more information, visit welcometossm.com.

The PUC Group of Companies (PUC) operate multiple utilities within Ontario that manage the supply and transmission of electricity, the supply, treatment and distribution of drinking water, and the operation of wastewater treatment facilities.

A nationally recognized leader in the utility sector, PUC is dedicated to supporting the communities we serve through curiosity, innovation, and growth. More than ever, our focus is on a sustainable PUC that is developing strategies to lower our carbon footprint, support community and economic development, and maintain exceptional customer service.

PUC offers a dynamic, challenging and rewarding work environment that encourages collaboration and innovative thinking. The ideal candidate will have demonstrated the necessary skills and experience in manipulating and extracting data from various data sources, reporting and exceptional communication skills.

Reporting to the Manager, Geographic Information Systems, the **GIS Administrator** will manage and maintain ArcGIS Enterprise and ArcGIS Online corporate GIS environments.

Responsibilities:

- Maintain corporate GIS utility network schemas and rules
- Design, implement and maintain products in ArcGIS Portal and ArcGIS Online
- Database extraction and transformation to support corporate GIS integrations
- Create and implement QA/QC tasks
- Create work process documents
- Design and implement GIS automations and efficiencies
- Support internal desktop and web GIS users
- Liaison with other IT administrators, department managers and various stakeholders
- Keep informed of changes in GIS technologies and relevant emerging technologies
- Attend meetings, conferences and workshops
- Keep GIS Manager accurately informed of work progress, problems and suggestions for improvement

Qualifications:

- Degree or 3-year diploma in Geomatics, Computer Science or related field.
- Minimum 5 years' experience using ESRI products to administer and support ArcGIS Online and ArcGIS Enterprise environments including Geometric Network or Utility Network
- Experience in data modeling and schema maintenance for Geometric Network or Utility Network
- Experience in Geometric Network and/or Utility Network data editing including subnetworks and subnetwork controllers
- Experience in editing using GIS traditional or branch versioning, long transactions
- Experience in creating, implementing and maintaining ArcGIS Portal and ArcGIS Online based products for desktop and mobile users
- Experience using ArcGIS Pro and ESRI web/mobile products
- Strong experience using GIS in utilities-based sector (water distribution, electrical distribution, sanitary/storm water management)
- Knowledge of current GIS principles, practices, terminologies and trends
- Knowledge and experience with ESRI software, including ArcGIS Pro, Geometric Network and/or Utility Network, ArcGIS Field Maps, Survey 123, Portal for ArcGIS
- Knowledge and experience with Microsoft Office products for use in project management and daily organization
- Proven ability to adapt and learn
- Strong communication and organizational skills
- Ability to work independently and as part of a team

PUC Services is an equal opportunity employer.

Resumes stating qualifications and experience will be accepted via email to people.culture@ssmpuc.com by **March 24th, 2025**, quoting the job title noted above.

We are an equal opportunity employer and encourage diversity in our workplace. Accommodation is available for applicants upon request. ***We thank all applicants for their interest however, only those candidates that are selected for an interview will be contacted.***