EMPLOYMENT OPPORTUNITY

Information Systems Technician

Permanent Full-Time | External
Information Services and GIS
Competition No.: 2026-1148

APPLICATION DETAILS

To apply for this position, send your cover letter and resume to **rdncareers@rdn.bc.ca,** clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2026-1148 in the subject line of your email to ensure proper processing.**

Applications will be accepted until: 4:00 pm, on December 3, 2026

Date Posted: November 19, 2026

ELIGIBILITY LIST

This competition may establish an Eligibility List for the PFT Information Systems Technician position. The list may be used to fill future PFT Information Systems Technician vacancies within Information Services and GIS. For more information about eligibility lists, see Letter of Understanding #15.

CRIMINAL RECORD CHECK

A satisfactory Criminal Record Check is a condition of employment with the Regional District of Nanaimo.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a permanent full-time Information Systems Technician with Information Services and GIS.

The Information Systems Technician contributes to the effective operation of the Information Services Department through the support and maintenance of the hardware, systems and software including PCs, Servers, applications, mobility, and other related peripheral equipment. This position supports departments by assisting team members in their duties, as required, to meet service expectations, departmental goals, and objectives.

QUALIFICATIONS

Qualifications include a Diploma in Computer Information Systems Technology with a working knowledge of PC and network operating systems and PC applications, plus four (4) years prior job-related experience, or an equivalent combination of training and experience.

SKILLS & ABILITIES

Excellent communication, interpersonal, instructional, and organizational skills. Technical knowledge and understanding of network environments, computer hardware and a variety of diverse software applications. Excellent problem-solving skills related to desktop PCs, network hardware, network operating systems and related software applications.

POSITION DETAILS

This is a permanent full-time (35 hours per week) Union position. The (2026) rate of pay is $42.09 to $44.30. The position offers an attractive benefits package as provided within the collective agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

www.rdn.bc.ca
rdncareers@rdn.bc.ca

REGIONAL DISTRICT OF NANAIMO

Job Description

Information Systems Technician

Information Services and GIS

Pay Band 11

Job Summary

The Information Systems Technician contributes to the effective operation of the Information Services Department through the support and maintenance of the hardware, systems and software including PCs, Servers, applications, mobility, and other related peripheral equipment. This position supports departments by assisting team members in their duties, as required, to meet service expectations, departmental goals, and objectives.

Primary Duties and Responsibilities

- Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Resolves program, operation, and hardware problems in Information Systems, including basic troubleshooting for network, data communication and telephone systems.
- Monitors network traffic and systems performance to provide preventative services or troubleshooting to correct problems.
- Assesses and analyzes end user requirements regarding hardware and software technology, conducts research and makes recommendations on hardware / software platforms to the Manager of Information Services.
- Performs desktop support and on-going maintenance and support for various networked computer systems including data backups and file management.
- Performs and/or assists with upgrades, security, and hardware deployments.
- Provides training and documentation as required.
- Assists with technological implementation planning, when applicable, for hardware, systems, technology, and software.
- Assists in the maintenance of the District's Information and Operational technologies.
- Assist with telephone support to the District's remote facilities.
- Assists in the acquisition of hardware and software through standard district purchasing policies.
- Assists in the implementation of Information Systems policies within the District.
- Performs other related duties, as required.

Job Qualifications

Education/Experience

- Diploma in Computer Information Systems Technology with a working knowledge of PC and network operating systems and PC applications.
- Four (4) years prior job-related experience, or an equivalent combination of training and experience.
- Valid Class 5 Driver's License is required.

Skills/Abilities

- Excellent communication, interpersonal, instructional, and organizational skills.
- Able to support the corporate desktop including standard desktop applications.

- Technical knowledge and understanding of network environments, computer hardware and a variety of diverse software applications.
- Excellent problem-solving skills related to desktop PCs, network hardware, network operating systems and related software applications.
- Ability to work independently with a minimal amount of supervision, to work well under pressure and to meet deadlines.

Reporting Relationship

Reports to: Manager, Client and Technical Services