

# KAWARTHA CONSERVATION

## GIS Specialist

### The Position

This position is a key member of the Integrated Watershed Management team and provides services to the organization as a whole. You will be responsible for managing and maintaining spatial data, undertaking analysis, generating summary statistics and mapping using environmental datasets in a range of projects related to natural hazard delineation, regulatory enforcement, and watershed planning. The GIS Specialist will manage and maintain geospatial repository and its associated web services. The GIS Specialist will create presentations and information material for corporate web page, public open houses, board meetings and community events. This position will also work closely with water monitoring staff to create efficient systems to improve efficiency and reduce data entry requirements as well as ensure data access and reporting functions are working effectively.

### Our ideal candidate

Will have the freedom to make independent technical decisions within the scope of their expertise and in keeping with provincial and Kawartha Conservation policies, guidelines, and procedures. Provides advice and recommendations to the Acting Manager, Integrated Watershed Management on all other matters such as strategic initiatives, Kawartha Conservation programs, work plan and budget matters, and technical issues beyond the scope of their expertise; identifies contentious issues to the leadership team.

### Key Responsibilities

#### *Client Service*

Possess a positive, professional, and credible reputation both internally and externally; utilize networks and working relationships to ensure quality, timely, responsive customer service and meet strategic objectives and goals of the organization. Build and maintain partnerships and relationships that are essential to the ongoing success and image of Kawartha Conservation.

- Be an ambassador of exceptional customer service to ensure our clients are welcomed, treated with respect, and receive an exceptional quality of service.
- Optimize customer service through continuous improvements to departmental processes, tools, and communications.
- Coordinate and respond to information requests and general inquiries related to spatial data and mapping.
- Liaise and coordinate with other agencies, organizations, and groups.
- Establish and maintain strong relationships with municipal partners and the public.
- Advance mapping services within the organization.

#### *Technical Expertise*

Possess the knowledge and experience relevant to the responsibilities of the position; identify knowledge gaps and seek out professional development; engage in continuing education and professional networks that elevate your expertise; utilize your expertise in the key functions of your position; transfer knowledge to contribute to the success of others; enhance and advance your professional career. Apply your expertise in the following responsibilities:

- Develops and implements Geomatics databases for spatial and non-spatial data, as well as aids in any

necessary maintenance to applicable databases.

- Creates presentation-quality cartographic information and related documents and assists in the development of cartographic representation standards for the Conservation Authority.
- Responsible for complex GIS Analysis requests from staff and outside agencies.
- Responsible for ArcGIS and Portal web mapping and geoprocessing services development, deployment, and maintenance.
- Responsible for maintaining and populating geospatial repository datasets.
- Effectively obtain business requirements from clients and creates interactive web mapping applications and mobile applications.
- Prepares presentation materials for reports, workshops, open houses, and public consultations.
- Generates Metadata and documentation of project analysis, results, and methods.
- Implements our goal to make environmental data accessible to the public.
- Maintains up-to-date knowledge of trends within the Geomatics industry.
- Assists with the implementation of WISKI (Water Information Systems, KISTERS).

### *Teamwork*

Promote Kawartha Conservation both internally and externally; model exceptional behaviour; align program goals to Kawartha Conservation's vision, mission, and focus; communicate successes internally and externally. Achieve common goals through teamwork; by collaborating, listening, and sharing information and finding common solutions.

- Provide excellent internal customer service to, and integration with other departments.
- Participate in, and assist in carrying out strategic planning and implementation, developing strategies for addressing weaknesses and determining new initiatives in line with the goals/objectives of the organization.
- Embrace and adopt the core values within our Strategic Plan to positively impact our organizational culture.
- Be adaptive, embrace change, and promote the policies of the organization to influence others in adoption.
- Participates in specific projects as required. The Director has the authority to assign additional tasks suitable to the position.

### *Risk Management and Administration*

Adhere to and ensure that activities are compliant with Occupation Health and Safety (OHSA) and other pertinent laws, regulations, administrative standards and required practices; to eliminate or reduce risks to overall organization. Communicate potential risk situations including determining root causes and suggesting recommended changes.

- Ensure privacy of client records adhering to the Municipal Freedom of Information and Protection of Privacy Act.
- Coordinate, implement, and manage projects as may be required.
- Keep current and knowledgeable about all applicable Health and Safety legislation to ensure compliance.
- Minimize health and safety hazards and risks with work activities.
- Other duties as assigned, in accordance with department objectives and relevant to the position.

## Skills and Expertise

- Completed post-secondary education in Environmental Science, Computer Science, Geography, Resource Management, or related discipline with an emphasis on G.I.S.
- Exceptional knowledge of specialized software applications, tools, and other technologies including ArcGIS Suite, (Spatial Analysis, 3D Analyst), Geocortex and SQL Server along with structured query language, MS Office 365 Suite, and Windows 10 Pro.
- Experienced ESRI Geodatabase, and ArcGIS Server and Portal technologies.
- Applied experience with Geodatabase design and management concepts and workflows and editing in a multi-user environment.
- Experience in installing, configuring, and publishing web mapping applications and workflows using Latitudes Geocortex software.
- In-depth working knowledge of ArcGIS Online.
- Involved with the scientific, technological, and artistic aspects of developing and producing maps.
- Demonstrated ability to produce complex cartographic displays and applications using the ESRI Software.
- Experience in leveraging R statistics for business insights.
- Working knowledge of programming and scripting language (HTML, VBA, C#, Python, JavaScript).
- Outstanding graphic presentation skills.
- Knowledge of WISKI by KISTERS system an asset.
- Exceptional oral, written, and analytical expertise, and proven ability to work effectively with colleagues in a team environment.
- Must possess a valid Province of Ontario Driver's Licence and have a reliable vehicle.

## Working Conditions

- Office environment, remote work availability in a hybrid arrangement.
- Some outdoor work is required; this may include exposure to inclement weather, etc.
- May be required to traverse irregular terrain and work around water.
- Additional hours may be required to meet deadlines, peak work periods, obligations, attend meetings and special events.
- Travel using corporate vehicles.
- Significant time will be spent on the computer.
- High level of concentration is required.
- Mandatory adherence to safety policies and practices.

## What we can offer

As part of a collaborative and innovative team you will have the opportunity to make a positive impact in our communities and be a part of our vision of engaged communities that love, respect, and appreciate our natural environment. You will be part of an inclusive organization that:

- Makes a positive impact in the communities we serve within our watershed.
- Offers a competitive compensation package.
- Offers a defined benefit program on your first day of employment (OMERS).
- Provides an Employee Assistance Program and Group Benefits.
- Provides flexible working arrangements.

- Offers potential for career growth and pursuing professional development.
- Provides an office in our beautiful Ken Reid Conservation Area surrounded by nature.

## Core Values

Our values guide our actions, as they shape the kind of organization that we are part of. In all our decision making, we will:

- Act with Integrity
- Value Knowledge
- Promote Teamwork
- Achieve Performance Excellence
- Foster Innovation