

KAWARTHA CONSERVATION

GIS/Survey Technician

The Position

This position is a member of our Integrated Watershed Management team. You will be responsible for assisting the GIS Specialist by providing technical support for major projects aligned with our Strategic Plan. You will help to develop new tools using ArcGIS Online and its various applications to improve efficiencies and enhance the users experience for an internal and external web-based mapping site, assist with surveying for ongoing floodplain mapping projects, generate metadata and digitize environmental information.

Our ideal candidate

Freedom to make independent decisions within the scope of his/her 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 plans, and technical issues beyond the scope of his/her expertise. Identifies and brings forward contentious issues to management.

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.
- Establish and maintain strong relationships with municipal partners and the public.

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:

- Develop new tools in ArcGIS Online to help enhance authorities web-based mapping applications.
- Creates presentation-quality cartographic information and related documents and assists in the development of cartographic representation standards for the Conservation Authority.
- Assist in the maintenance and populating of geospatial repository datasets.
- 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.
- Is responsible for assisting with ongoing field surveying for floodplain mapping projects.

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 Manager 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.

- Assist, and implement, 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

- Graduated from a post graduate GIS program or has taken applied GIS courses at a post-secondary level.
- Attendance in an accredited program such as, water resources, environmental science, geography, or another related program.
- Knowledge working with the following applications: ArcGIS Online, ArcPro and Survey 123
- Experience with various programming software programs such as C++ Visual Basic.NET, Python, SQL, and Java
- Experience with field surveying and using survey equipment.
- Knowledge of web mapping services and online mapping platforms.
- Proficiency in Microsoft applications including spreadsheet and databases.
- Must be an organized, self-motivated individual with the ability to work as part of a team.
- Valid First Aid/CPR certification, or ability to obtain prior to employment.
- Safety training on working on and around water an asset.
- Valid Class G driver's license within the Province of Ontario and held in good standing.

Working Conditions

- Combination of both indoor (office) and outdoor environment.
- Working outdoors in inclement weather may be required.
- May be required to traverse irregular terrain and/or work in wet areas.
- Remote work availability in a hybrid arrangement.
- Will be required to carry and lift moderately heavy items.
- Will be required to work around water.
- Travel using corporate vehicles may be required.
- Significant time will be spent on the computer.
- Moderate amount of involvement with the public and staff.
- Mandatory adherence to safety policies and practice.

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 the opportunity to join the OMERS defined benefit pension plan.
- Offers a competitive compensation package.
- 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