

KAWARTHA CONSERVATION

Survey Assistant

The Position

Working with the Kawartha Conservation team, this individual will be part of a field crew that will collect information to help in the delineation of flood plains within the Kawartha watershed Responsibilities will include conducting surveys on infrastructure (culverts and bridges) and streams for cross-section delineation in identified study areas, maintain infrastructure logs, collection of survey data using a GPS (Global Positioning System), survey verification points for LIDAR (Light Detection and Ranging) and Ortho imagery, basic in office tasks, basic data management, and basic GIS (Graphical Information Systems) mapping. This position will work closely with the Flood Plain GIS/Mapping Technician and report to the Director of Planning and Development Services.

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. Performs survey data collection at a prominent level while following provincial data collection standards, advice and recommendations to the Flood Plain GIS/Mapping Technician and Director of Planning and Development Services 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.
- Liaise and coordinate with other agencies, organizations, and groups.
- Coordinate and respond to general inquiries related to flood plain mapping data collection.
- Establish and maintain strong relationships with municipal partners and the public.

Technical Expertise

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. Apply your expertise in the following responsibilities:

- Experience in using an RTK GPS and total station.
- Experience in survey data collection
- Conduct survey data collection on infrastructure such as bridges and culverts.
- Gather infrastructure and stream characteristic information within each project area.

- Assist the Flood Plain Mapping GIS/Mapping Technician with any required reporting. We may require Input for project status, field work updates, project methodologies and quarterly reports.
- Assisting Flood Plain GIS/Mapping Technician with survey data management and GIS mapping
- Assist with review of flood plain mapping technical reports.
- Knowledge of hydrology and hydraulic modelling would be an asset.
- Assist in the maintenance of accurate digital and paper filing systems.
- Ability to generate basic GIS mapping products.
- Proficient with Microsoft Office applications
- Demonstrate exemplary customer service.
- Responsible for specific projects as assigned.
- Other duties as assigned.

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 strategic planning and implementation, developing strategies for addressing weaknesses and determining new initiatives in line with the organization's goals.
- 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.
- Participate 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 (OHS) 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.
- Assist with departmental scheduling.
- 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

- Has education from a college or university environmental program majoring in geomatics information systems, cartography, and watershed management/environmental science.
- Knowledge of and/or experience in a variety of relevant survey data collection techniques and using provincial standards and the use and maintenance of survey equipment.
- Knowledge of basic surveying techniques and principles.

- Understanding of safety procedures and safe work habits.
- Proficiency in ArcGIS or ESRI applications including ArcGIS and ArcPro.
- Proficiency in Microsoft applications including spreadsheet and word.
- Must be an organized, initiative-taking individual with the ability to work as part of a team.
- Satisfactory oral and written communication skills with interpersonal skills to deal with the public, including seniors, rural landowners, and contractors.
- Valid First Aid Certificate an asset.
- 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.
- Additional hours may be required due to meetings and dedicated events.
- Travel using corporate vehicles may be required.
- Some time may 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 a competitive compensation package.
- Offers a defined benefit program (OMERS).
- Provides an Employee Assistance Program and Group Benefits.
- Provides flexible working arrangements.
- Offers potential for career growth and pursuing professional development.
- Has an office in the midst of our beautiful Ken Reid Conservation Area where you are surrounded by nature.

Our 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