

POSITION TITLE: Surveyor/Technical Assistant

Windsor and Essex County is a vibrant community located in South-Western Ontario. Offering a rich urban community with world class entertainment, art and culture located minutes from an international border with the United States (Detroit, MI) and easy access to rural areas with historical sites, wineries, golf-courses, parklands and extensive trail systems for the outdoor enthusiast.

This position is responsible for the gathering and recording of field survey information and providing general data /GIS support for various activities and projects of the Authority.

DUTIES AND RESPONSIBILITIES:

- Completes field surveys using standard field surveying techniques, gathering technical data for development proposal review and construction projects on behalf of the Authority.
- Performs related tasks including site inspections of development and construction locations to gather technical field information, including terrain topography, field photos and elevation and distance measurements
- Reviews, organizes, verifies, and records information/data into the Authority's information systems, as well as performs analysis and evaluation of information and data, to assist with reports or to produce maps.
- Periodically conducts site inspections and undertakes field data collection for other programs of the Authority.
- Creates maps using standard GIS software
- Utilizes GPS and/or other data collection equipment and instruments
- Other related technical duties as required or assigned

MINIMUM QUALIFICATIONS:

- Successful completion of a College Diploma in one of: GIS, Civil Engineering Technology, Resource Management, Environmental Science or any combination of education and experience, acceptable to the Employer
- Field experience in various survey disciplines, including boundary, topographic, tree surveys, land title surveys, right-of-way surveys; as well as staking, as-built surveying, and legal descriptions
- Experience with utilizing standard field surveying equipment including basic chain, automatic levels, total station and theodolite
- Experience in working with GIS databases and editing using ESRI ArcGIS suite, surveying, map interpretation and a working knowledge of resource management issues
- Knowledge and experience in working with LIDAR data

- Proficiency with standard Microsoft Office applications plus experience with database applications.
- Valid Class 'G' Driver's Licence

WORKING CONDITIONS:

- Work schedule is normally M-F 8:30 – 4pm, with occasional schedule changes and overtime on short notice.
- Environmental Conditions: Work is conducted within a standard office environment and outdoors; regularly requires periods of visual and mental concentration of 2 to 4 hours duration, prolonged sitting (and associated physical strain), manual dexterity, accuracy and attention to detail; site visits, with potential exposure to extreme heat or cold; fieldwork requiring familiarity with standard health and safety matters related to completing field surveys i.e. prolonged standing, walking distances, negotiating obstacles, bending and stooping, carrying and utilizing field survey equipment.
- Driving to survey/inspection sites is a significant component of the position.
- Hazards and Risks: Risks are associated with field survey site visits and interactions with the general public, as well as site visits where construction is ongoing and heavy machinery is actively operating.

Department:	Watershed Management Services
Union Affiliation:	CUPE Local 3784
Job Status:	Permanent, Full-time
Hours of Work:	Typically 35 hours per week, M-F 8:30am to 4:00 pm. with some weekend and evening work
Posting Added Date:	February 21, 2020
Posting Closing Date:	March 6, 2020
Posting Closing Time:	12:00 p.m.
Positions to Fill:	One (1)
Progress Status:	Receiving Applications
Office Location:	360 Fairview Avenue West, Suite 311, Essex, ON N8M 1Y6
Wage Rate:	\$25.62 (2019 starting rate with scheduled increases)
Grade:	2
Contact:	Nicole Kupnicki, Executive Assistant 360 Fairview Avenue West, Suite 311, ESSEX, ON N8M 1Y6 careers@erca.org

To Apply:

1. Send your resume and cover letter in one document (either Word or PDF format only) to careers@erca.org by no later than 12 noon on Friday, February 7, 2020.
2. Note the title of the position you are applying for in the subject line of your email

- ERCA is an equal opportunity employer.
- We thank all applicants in advance, however, only those selected for an interview will be contacted.
- Personal information is collected in accordance with the Municipal Freedom of Information & Protection of Privacy Act and will be used for the purpose of this employment opportunity only.
- We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact HR 519-776-5209 ext 354 to make your needs known in advance.