



The Essex Region Conservation Authority is seeking a
Surveyor/Technical Assistant
(Fixed Term Contract ~13 mos)

POSITION TITLE: Surveyor/Technical Assistant (Fixed Term Contract)

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 providing technical support within the Watershed Management Services Department and gathering and recording of field survey information and providing general data /GIS support for various activities and projects of the Authority.

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 4:00 pm on Tuesday, December 7, 2021.
2. Note the title of the position you are applying for in the subject line of your email.

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.
- Gathers information from various sources and prepares correspondence related to Requests for Information / Lawyers Requests, and other requests as required.
- 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 and administrative 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
- Demonstrated 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.
- Evaluation, organizational, and time management skills to forecast and plan workloads. A strong capacity with file management, computer programs (MS Office, including Access) and digital/web-based platforms.
- Strong customer service and communication skills with the ability to accurately draft documents and correspondence, populate databases and create maps for a wide range of concerns/requests from various stakeholders, external agencies and members of the public.
- 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.
- 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. Driving to survey/inspection sites is a significant component of the position.

Department: Watershed Management Services

Union Affiliation: None

Job Status: Fixed Term Contract (expected start date January 24, 2022 through February 24, 2023)

Hours of Work: Typically up to 35 hours per week with occasional schedule changes and overtime on short notice.

Posting Added Date: November 25, 2021

Posting Closing Date: December 7, 2021

Posting Closing Time: 4:00 pm

Positions to Fill: One (1)

Progress Status: Receiving Applications

Office Location: 360 Fairview Avenue West, Suite 311, Essex, ON N8M 1Y6

Wage Rate: \$26.59 (2022 starting rate with scheduled increases)

Grade: NBU/TERM 2

Contact: Nicole Kupnicki, Human Resources Manager

- 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 519-562-9088 to make your needs known in advance.

Covid-19 Considerations:

As circumstances evolve with Covid-19, this position involves a combination of working remotely and in-office, as well as field work. Staff in the Watershed Management Services Department are currently working remotely for the majority of the time with scheduled, in-office attendance in cohorts.