

2010 SUMMER STUDENT JOB DESCRIPTION

Position Title: GIS/Asset Management Technician

Work Term: approximately May 3 until August 27
8:30 a.m. – 4:30 p.m.
(35 hour work week)

Wage Rate: \$16/hr.

Work Locations: Municipal Office
419 Notre Dame Street
Belle River

Work Environment: Office

Project Description:

Reporting to the Manager of Engineering Services, the GIS/Asset Management Technician is responsible to assist in completing an asset management database, to review and update the existing asset management database and to collect, analyze, record, input and manage data.

Requirements:

- University or College Student, at least 16 years of age as of May 1, 2010 returning full time to a recognized college or university program in September of 2010.
- Preference will be given to a student enrolled in Civil Engineering or GIS program
- Resident of Lakeshore
- Valid drivers licence with a clean driving abstract
- Experience in using ESRI and arcGIS technology and Auto CAD
- Working knowledge in the use of GPS technology and field surveying
- Excellent communication / public relations skills to communicate effectively with the public and municipal staff
- Excellent computer skills with an interest in IT systems development and measurement
- Excellent organizational and time management skills in order to handle and transfer data accurately and in a timely manner
- Ability to follow direction, take initiative and exercise judgement to ensure the effective completion of assigned tasks
- Clear understanding of research and documentation
- Self-motivated and demonstrated ability to work independently

Responsibilities:

- Under the general guidance and direction of the Manager of Engineering Services assist various departments within the municipality including Engineering Services, Information Technology and Finance and Performance in the development and upgrading of a comprehensive asset management database/inventory
- Collection of data from existing database and input of new data from the field related to infrastructure assets owned by the municipality
- Analyse and interpret data to provide information/reports as required
- Update data using the Town's GIS software systems for asset inventory, condition assessment, lifecycle budgeting etc.
- Assist with the transition from paper-based records to electronic records including transferring/inputting data into computer
- Assist with field investigations and determining locations, use and construction of data related to municipal infrastructure assets
- Undertake other duties and responsibilities as may be required from time to time by the Manager of Engineering Services

Expected Results:

- Comprehensive and complete research prior to project initiation
- Project control and monitoring to develop and update existing database of infrastructure assets
- Timely completion of key project

Benefits to Participant:

- Experience in working as part of a coordinated and collaborative team
- Improved skills related to research, analysis and retrieval
- Development of project planning skills and techniques
- Development of public relations skills
- Exposure to various leading-edge computer technology applications
- Development of computer skills and knowledge
- Experience in managing project benchmarks
- Opportunity to participate in innovative GIS and asset management projects
- Access to networking opportunities on a local, regional, provincial and federal level

Positions are conditional on funding approvals/requirements, and may be subject to change.