

## **JOB DESCRIPTION**

The City of Orillia has an opening for the full-time position of Infrastructure Assets Coordinator in the Environment and Infrastructure Services Department.

## **DUTIES**

- Assist staff in the implementation of the City's locates program and coordinate locate activities with the Superintendent of Collection/Distribution, the Superintendent of Property and Assets and Administration staff.
- Create utility/appurtenance locate drawings using appropriate software and maintain data in a store that is readily accessible and understandable by operations staff; ensure service locate drawings are properly cross referenced to main utility plans including final submission by developers.
- Ensure proper documentation of all daily staff operations for locates, etc., including work activities, equipment and material usage.
- Receive and/or collect field data on City infrastructure (hydrants, valves, watermain, maintenance access holes, sewer lines and other appurtenances, streetlights and traffic infrastructure); verify accuracy of data received from consultants with field staff. Incorporate collected field datasets and AVL information into GIS mapping and maintain records database.
- Convert and/or develop GIS and CAD files for projects, departmental reference and record integration and use GIS software to maintain, plot and map infrastructure data, ensuring quality control.
- Coordinate staff from numerous divisions, assigning work schedules, participation in staff training, coaching/mentoring, and health and safety. Coordinate mapping and dataset updates with staff in other departments.
- Maintain a list of changes/updates required for large scale utility wall maps and arrange for replacement/updating of damaged or outdated maps and drawings.
- Assist in the development and administration of procedures, programs, systems and standards.
- Interface with utility and communication providers regarding services.
- Continual improvement through auditing work practices and implementing service efficiencies and municipal best practices.
- Assist in providing information for draft tender specifications for capital and operating projects and contracts.
- Aid in the collection of all necessary information for insurance claims and ensure proper retention of associated records.

## **QUALIFICATIONS**

- College diploma in Civil Engineering Technologist, Environmental Technologist, Business, Public Administration, Geomatics or Computer Fundamentals, or equivalent, including specialized training in GIS such as one year post graduate diploma or a related field.
- Two years of experience with ArcGIS and Citywide software or similar software, GIS field data collection software and hardware, and proficiency in GIS related scripting languages such as Python, SQL, Arcade and ArcPy.
- Experience in managing change initiatives to create efficiencies.
- Experience in coordination of work crews, work assignments and managing in a unionized environment an asset.
- Computer skills using MS Office Suite including Word, Excel, Outlook and the Internet.
- Excellent communication, organizational, analytical, judgment and time management skills.
- Must possess a valid Ontario driver's licence with an acceptable driver's abstract and a reliable vehicle.
- A current and acceptable Criminal Record Check is required for this position, at the incumbent's expense, prior to the employment start date.

Compensation for this position is \$67,238 to \$78,660, for a 40-hour work week, plus a comprehensive benefits package. Applications will be accepted until April 6<sup>th</sup>, 2022 at noon.

**Applications will only be accepted by applying online at <https://careers.orillia.ca/>**

We thank all applicants that apply and advise that only those to be interviewed will be contacted. The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance with the *Municipal Freedom of Information and Protection and Privacy Act*, personal information is collected under the authority of the *Municipal Act* 2001, S.O. 2001, c. 25, and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, 50 Andrew St. S., Suite 300, Orillia ON L3V 7T5 or call 705-325-1311.