

EXTERNAL JOB OPPORTUNITY

POSITION:	PARKS OPERATIONS ASSET ANALYST	JOB POSTING #:	2018-0167
POSTING PERIOD:	Friday, May 4, 2018 at 8:30 a.m. to Friday, May 18, 2018 at 4:30 p.m.		
DEPARTMENT:	Parks	UNION:	Non Union
LOCATION:	Corporate	JOB CODE:	NU0516
POSITION STATUS:	Regular Full-time	GRADE/CLASS:	NU08
# OF POSITIONS:	1	RATE OF PAY:	\$57,794.72 to \$70,249.692 Annually
POSITION #:	00005568	SHIFT WORK REQ'D:	No.

DUTIES:

Reporting to the City Forester/Manager Forestry & Natural Areas or designate, the Parks Operations Asset Analyst will provide technical and administrative support, and will assist in technical matters for the Parks (Forestry) department. Technical support includes infrastructure asset management functions, cost analysis, performance measurement, map generation, and Geographic Information Systems analysis. The successful candidate will be responsible for implementation and ongoing support of departmental programs; staff training; research and liaison to GIS/EIS, Information Technology, and the Operations / IMS Department. Provide quality control to ensure performance management of information input into the Hansen Tree Inventory, and Work Order modules. Develop business practices and work flows. Collect, survey, input, maintain, and analyze the City maintained Tree Inventory database including new plantings, trees removed, locations, sizes, etc. Create and maintain a variety of Excel spreadsheets, reports, and MS Access database files. Conduct field inspections as required. Create and maintain the Drawings of Record, using Autodesk Map mapping and Orthophotographic Maps software for EIS application. Liaise with various departments. Provide functional supervision to other staff members as required for the completion of special projects such as citywide tree surveys. Manage outside Vendor Contract work as it pertains to the Hansen Tree Work Order system. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a university degree in Forestry, Geography, Computer Science, Engineering, Architecture, Business, or Public Administration or Ontario Ministry of Education equivalencies and up to one (1) year related experience in GIS mapping, AutoCAD, computerized inventory control, training, allocating work and systems problem solving.
- **OR** Must have a post secondary community college diploma in Forestry, Geography, Computer Science, Engineering, Architecture, Business, or Public Administration or Ontario Ministry of Education equivalency and a minimum of one (1) year related work experience in GIS mapping, AutoCAD, computerized inventory control, training, allocating work and systems problem solving.
- **OR** Must have an Ontario Secondary School Graduation Diploma plus one year of post secondary school courses in Forestry, Geography, Computer Science, Engineering, Architecture, Business, or Public Administration or Ontario Ministry of Education equivalencies and a minimum of two (2) years related work experience in GIS mapping, AutoCAD, computerized inventory control, training, allocating work and systems problem solving.
- **OR** Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency and a minimum of four (4) years related work experience in GIS mapping, AutoCAD, computerized inventory control, training, allocating work and systems problem solving.
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's License is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have demonstrated oral and written communication skills.

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QUALIFICATIONS CONT'D:

- Should have knowledge of the Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with the work.
- Hansen training and experience would be considered an asset.
- Additional education or training, such as a certificate in Geographic Information Systems considered an asset.
- The physical demands analysis associated with this position indicates a sedentary level of work.

HOW TO APPLY:

- Send resume in confidence, quoting the above File Number, specifically noting your qualifications and experience as outlined above.
- Resumes will be given further consideration based on meeting the criteria as identified in the qualifications section.
- **Resumes are to be addressed to and received by no later than 4:30 p.m. on the posting period date noted above.**
- Resumes may be provided to the Human Resources Department, 400 City Hall Square East, Suite 408, Windsor, ON, N9A 7K6 (email: recruitment@citywindsor.ca) OR you may drop off your resume to one of the Customer Care Centres.
- Please refer to the City of Windsor's website for further information on the location and hours of operation for Customer Care Centres.

NOTE:

- **Only those applicants selected for an interview will be acknowledged.**
- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.
In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.