



Asset Management/Geographic Information Systems (Co-Op Placement)

Position Type: 35 hours per week (Monday to Friday, 8:30 am to 4:30 pm)

Location: Port Elgin, Ontario

Anticipated Start Date: May 1, 2023

Anticipated End Date: September 1, 2023

Who We Are:

The Town of Saugeen Shores ("the Town") is a community poised for growth. We pay careful attention to all we value: our beautiful natural environment, located on the shores of Lake Huron, our waterfront and beaches, our community spirit and sense of pride, our inspired residents and valued visitors. We are guided by our vision - **Future Ready: a committed and focused team, working together to grow and continuously improve to better serve the community.** We work collectively, collaboratively and positively to benefit all who choose to visit the Town of Saugeen Shores or call it home.

At the Town of Saugeen Shores, we strive to provide an ideal environment for individuals willing to learn and advance their knowledge in their field of studies. Our goal is to attract, develop and retain a highly engaged and talented workforce, while promoting a culture based on Trust, Respect, and Teamwork.

About the Role:

We are searching for a detailed-oriented and enthusiastic student to join our team for the 2023 summer. As the **Asset Management/Geographic Information Systems (GIS) Student**, reporting to the Asset Management Supervisor, you are responsible for assisting the Asset Management and GIS team in the development, maintenance and administration of the corporate GIS system and related applications, including desktop GIS software, spatial datasets, GPS technology, and ESRI mobile technology and applications.

Responsibilities:

- GIS mapping and programming
- Provide support for Asset Management initiatives
- Field data collection
- Database creation and maintenance
- Compile and organize GIS data from maps, databases and other sources
- Import, export and convert data within the GIS
- Create and maintain maps for all departments' needs
- Configure GIS applications for internal and external use

Education/Specialized Training/Knowledge:

- Must be enrolled in a post-secondary diploma or degree program in GIS or a related discipline.
- Knowledge of database management of spatial and related data
- Competent and familiar with ArcGIS 10 desktop suite of products as well as MS Office Software.



Skills and competencies you bring to the role:

- **Adaptability:** You are able to adapt efficiently and effectively in response to new processes and changing circumstances.
- **Attention to Detail:** You have strong attention to detail by exhibiting thoroughness and accuracy in accomplishing a task. You are highly organized and have the ability to process detailed information effectively and consistently.
- **Analytical:** You have the ability to collect and analyze information and apply logic and rationale when solving problems and making decisions.
- **Communication:** You have proven ability to communicate technical and complex information successfully and confidently both verbally and in writing.
- **Interpersonal Skills:** You exhibit strong interpersonal skills that allow one to work effectively with diverse stakeholders.
- **Teamwork:** You are able to work with others toward a shared goal. You encourage and support your colleagues by offering for help and asking for help when needed.
- **Resourcefulness:** You demonstrate a personal orientation toward action. You have excellent time management skills and can work autonomously and seek out resources independently with limited direction.

Salary: \$19.00 to \$20.00 per hour (depending on qualifications and experience)

Application Process:

If you're interested in joining our team, click the "Apply now" link below to submit your application. We thank all candidates for their interest; however only those selected for an interview will be contacted.

[Apply Now!](#)

Application deadline: January 23, 2023 at 4:30 pm

The Town of Saugeen Shores is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). The Town of Saugeen Shores will make every effort to accommodate applicants with disabilities in its recruitment and selection process. Please advise of any accommodation measures you may require during our selection process. Information received will be addressed confidentially.

All information collected is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990* and will be used for the purpose of this employment opportunity only.