

Woolwich Township Job Posting



Date: February 19, 2025
Position: Engineering GIS and Data Management Student
Wage Rate/Grade: \$18.00 to \$22.00 per hour

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

Infrastructure Services is seeking one (1) Engineering GIS and Data Management Student from May until August 2025.

Purpose of the Position and Profile:

This position will perform data management and records management duties associated with creating and maintaining databases, updating and integrating asset and condition assessments inventories, various GIS activities, scanning and archiving engineering reports and drawings, and general asset management support.

Responsibilities:

- Perform electronic data entry into data management systems, the corporate GIS system and/or other related applications.
- Assist the department with asset management, records management, creating and updating GIS data layers and feature classes, and condition assessment inventories for all engineering infrastructure assets.
- Ensure all data collected from reports, databases, mapping and/or other programs is reviewed and validated before submission to the database.
- Ensure all database and spatial data standards are maintained.
- Organize and catalogue all drawings (electronic and hard copy) and Closed Circuit Television (CCTV) inspection reports and map room data and material.
- Organize and maintain department filing and records system according to Records Retention Policy and department procedures.
- Operate and manage large plotters and scanners to assist with archiving of municipal documents and drawings.
- Performs analysis using air photography and geo-referenced spatial data.
- Assist in developing and maintaining asset management and data management protocols.
- Work with staff to compare and reconcile conflicts in information.
- Support the development of and/or updates to the corporate asset management plan.
- Other duties as assigned.

Qualifications, Knowledge, Skills, and Work Requirements:

- Currently enrolled in, or a recent graduate of, a post-secondary degree, or diploma, in Civil Engineering, Geography, Geographic Information Systems, or a related field of study.
- Comprehension of general technical language and aptitude for engineering related issues.
- Familiar with videos used for condition assessment of sewers and engineering drawings used for construction of municipal infrastructure.
- Proficient with Microsoft Office.
- Demonstrated experience ESRI's suite of GIS products including ArcPro Portal and ArcGIS Online an asset.
- Experience with spreadsheet and database software (e.g. MS Access) to input, review and analyze a variety of key information, including experience working with a variety of data types (e.g. gdb, shp, csv, dwg, etc.).

- Knowledge of and experience in GIS and GIS data management practices and standards for mapping and analysis an asset.
- Working knowledge of map production and able to apply cartographic principles.
- Experience with geoprocessing tools and spatial analysis of data is considered an asset.
- Ability to learn new computer software and programs.
- A strong aptitude for figures and attention to detail.
- Maintain highly accurate and timely data input while completing repetitive tasks.
- Demonstrated organizational skills and problem-solving skills.
- Excellent verbal, written and listening communication skills with a strong work ethic and ability to communicate effectively.
- Courtesy and diplomacy in dealing with the public, external agencies, and interdepartmental staff.
- Valid Ontario Driver's License with a minimum Class G and ability to travel as needed.
- Must comply with the Occupational Health and Safety Act (OHSA), and applicable regulations.

Working Conditions:

- 35 hours per week
- Generally operates within an office environment; however, site work may be required for data collection

Interested applicants are invited to submit their resume via email to hr@woolwich.ca prior to **4:00 pm on Friday, March 7, 2025. Please quote job posting 2025-13.**

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted. External applicants will be considered after the internal process has been completed.

Information collected will be used in accordance with Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.