



Internal/External Job Posting Regular Full Time Non Union Position Engineering Technical & Admin. Assistant

The Grand River Conservation Authority (GRCA) has an international reputation for excellence in managing the natural resources of the largest inland river system in southern Ontario. Encompassing approximately 6,800 square kilometres, the Grand River watershed has a population of almost one million people in 39 municipalities and two First Nations. Designated as a Canadian Heritage River, the Grand River and its major tributaries boast many outstanding human heritage features and excellent recreational opportunities. The GRCA is committed to environmental protection by delivering services that ensure the well-being of the environment and its inhabitants.

General Accountabilities

Reporting to the Director of Engineering, the Engineering Technical & Admin. Assistant is responsible for providing technical and administrative support to the flood warning and flood management program and to the Engineering, Surface Water, Water Quality, and Groundwater sections within the Engineering Division. In addition, this position will provide administrative services for GRCA permit applications.

Specific Accountabilities

1. Flood Warning Program Support: Maintain the flood warning guide and associated contact information throughout the year. Annually arrange publishing of the Flood Warning Guide and organize meetings with watershed Police and Municipal Emergency Management Co-ordinators, Municipal Flood Co-ordinators and GRCA River Watch staff. Maintain the Duty Officer on call schedule, liaison with after-hours paging service.
2. Assist with document management of technical guides and manuals related to the flood warning and reservoir operations system.
3. Provide administrative support services for the Engineering Division. Duties include: maintaining hard copy and electronic filing systems, maintaining the Resource Management Technical Library, organize meetings and events as required.
4. Provide administrative services to the planning department for permit applications. Respond to inquiries regarding permit applications and resource planning. Maintain the planning and permit database and process fee payments. Assist in preparation of background information for permit, plan review and resource planning submissions using corporate geomatics tools and other available resources.
5. Participate on project teams in the Engineering Division providing technical support and assistance. Carry out assigned project tasks.
6. Assist staff with Microsoft Office suite of tools. Be familiar and assist with scanning of drawings or maps. Coordinate the training of student/temporary administrative staff and arrange coverage for vacation. Provide coverage for the Resource Management Technical Assistant as required.
7. Complete custom queries of databases, analyze, summarize and organize information. Assist with database analytics; resource planning database being one example.
8. Act as a water management Duty Officer.
9. Other duties as assigned by the Director of Engineering.

Technical Accountabilities

1. University Degree or College Diploma in Geography, Environmental Science Environmental or Engineering Technology is preferred.
2. Minimum 3 years of related experience.
3. Advanced computer skills and full knowledge and competency with Microsoft Office suite (i.e. MS Word, Outlook, Excel, Project, Access and PowerPoint).
4. Working knowledge and experience with GIS software, preferably direct experience with ESRI ArcMap software.
5. Ability to organize, summarize and assist with the interpretation and analysis of data and information required to support projects in the Engineering Division.
6. Problem-solving and organizational skills to develop plans and coordinate resources.
7. Demonstrated experience in file and document management.
8. Proven communication (written and verbal) skills, interpersonal skills and ability to work in a team or independently with limited supervision and maintain a high level of work productivity and quality.
9. Excellent organizational skills.
10. Working knowledge of resource management or water management and familiarity with the Conservation Authorities Act.
11. Demonstrated ability in the use and interpretation of GIS mapping, orthoimagery and legal surveys.
12. Knowledge of basic emergency management in Ontario

Competencies and Abilities

Professional Judgement: Demonstrated ability in the area of critical thinking, analysis and assessment of implications, making connections of underlying issues and the ownership of the outcome. Sound judgement resulting in fair, efficient and effective decision-making, bringing clarity and resolution to complex and ambiguous situations, and discretion in dealing with confidential information.

Integrity/Ethics: The willingness to hold oneself and others accountable for acting in ways that are consistent with stated values, principles and professional standards.

Team Work: Interacts with people effectively. Able and willing to share and receive information. Proven ability to communicate information clearly and professionally to both internal and external groups. The ability to gather facts and pertinent information to gain an understanding before drawing conclusions or taking action. Demonstrated ability to build partnerships and alliances with peers, partners and staff.

Goal /Action Oriented: The ability to work in a team or independently with limited supervision and maintain a high level of self-direction, work productivity, quality, and professionalism. Effective problem solving and collaboration skills. Seizes opportunities; takes initiative and is self-motivated. Organizes work, plans activities and sets priorities in a manner that meets competing needs and timely

resolution of matters. The ability to work under pressure and handle multiple tasks simultaneously with changing priorities.

Customer Focus: Dedicated to meeting the expectations and requirements of internal and external customers. Develops and maintains effective relationships and ensures good communications with stakeholders. Must possess strong customer service skills and the ability to respond to public inquiries with knowledge, tact and enthusiasm.

Leadership: A high level of personal and professional excellence including the ability to align personal and organizational values. Demonstrated ability to be innovative, flexible and entrepreneurial.

The annual salary for this position is Job Level D \$44,771.69 to \$54,471.61 35 hours/week

Approximate Start Date: December 2019

GRCA offers a comprehensive benefits package including health, dental, vision care, life and disability insurance, membership in the OMERS pension plan, and a pass which entitles you to free entry into all conservation areas.

To Apply: Please send a resume and covering letter to careers@grandriver.ca in MS Word or PDF format and quote "Engineering Technical & Admin. Assistant #209" in the subject line.

Deadline for Applications: 4:00pm Friday October 18, 2019

We thank you for your interest, however only candidates under consideration will be contacted.

Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the Grand River Conservation Authority