



## Municipality of Northern Bruce Peninsula Job Description

Position:	Public Works/GIS Assistant
Location:	NBP Municipal Office/Various locations
Department:	Public Works
Reports To:	Public Works Manager
Summary:	Fulfills the duties as described below
Purpose:	To assist the Public Works Department
Rate:	\$17.00 to \$18.00 per hour

### Duties/Requirements:

- Assist with file maintenance and record keeping
- Assist with marketing and promotion of waste/recycling collection program
- Assist at Waste Disposal Sites with various duties on occasion
- Assist with road related activities and construction projects
- Act as a public advocator and conduct work around diverting waste from landfills
- Promote the 3 Rs of recycling (reduce, reuse, recycling) throughout the Municipality
- Assist with collection of Municipal asset inventory
- Assist in the collection and/or maintenance and distribution of digital data, completion of maps for internal departments, while ensuring that data integrity and corporate standards are followed
- Assist in the creation and maintenance of corporate databases and the GIS applications. This position may be responsible for the digitization of municipal assets and other projects as assigned
- Perform any other tasks as assigned by management from time to time

Other:

- Attend and participate in staff meetings, as required
- Comply with all policies and procedures of the Municipality
- Adhere to the regulations of the Occupational Health & Safety Act of Ontario
- Ability to maintain confidentiality
- Strong communication, research, organizational, customer service and time management skills
- Ability to work independently with minimum supervision
- Must possess a valid Class G Driver's Licence with a clean driver's abstract
- Must possess a basic knowledge of the ESRI suite of ArcGIS applications along with familiarity in the Microsoft Office suite
- Must be a registered full-time post-secondary student in a GIS program or related discipline with emphasis on GIS
- Must be able to travel to off-site locations in a timely and efficient manner, as required

Working Hours:

- Normal hours of work are 37.5 hours per week

The Municipality of Northern Bruce Peninsula is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise the Accessibility Coordinator if any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.