

# The District Municipality of Muskoka is currently recruiting for a **Administrative Asset Support, Water & Wastewater Operations**

## The District

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [Watch our video](#) to learn more.

## The Opportunity

The Administrative Asset Support, Water & Wastewater Operations is responsible for providing administrative support to water and wastewater (WWW) operations staff for the creation and maintenance of utility GIS databases, and other related documents; as well as creating and maintaining associated WWW GIS map layers, databases, including both internal and external buried utility locate databases and hardcopy mapping.

### What you will do:

- Use GIS software to maintain, plot and map WWW infrastructure data, ensuring quality control.
- Interpret as-built drawings, or other data sources to extract accurate data about WWW infrastructure – may involve examining, analyzing, and verifying multiple records/sources to determine the most appropriate source; facilitate amendment of as-built drawings following plant, new housing developments and equipment changes.
- Receive and/or collect field data on hydrants, valves, watermains, maintenance access holes, sewer lines and other appurtenances; verify accuracy of data received from consultants with field staff.
- Maintain archives for hard copy and electronic plans and specifications including real property plans and construction drawings pertaining to watermains, sewers, new developments and facilities.

### What you will need:

- Two (2) year diploma in Geography, Geomatics or computer fundamentals, or equivalent including specialized training in GIS (one year post graduate diploma), or equivalent combination of education & related experience.
- Two (2) years' experience in a technical engineering field and hands on experience with GIS software and data management along with working knowledge of trade terminology is considered an asset.
  - Experience using the following GIS software and scripting languages would be beneficial: ESRI ArcGIS suite of software including ArcGIS PRO and ArcGIS Online.

**For a full outline of the responsibilities and requirements, please review the next page.**

## What we are offering

This is a **Temporary Full-time** (up to 12 months) opportunity at the District. The hourly compensation range for this role is **\$26.87 to 29.44**. The District is also proud to offer the following to our temporary employees:



## The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), please review the “How to Apply” instructions on our website and then submit your application: [www.muskoka.on.ca/careers](http://www.muskoka.on.ca/careers)

**This posting closes on Wednesday, February 21, 2024 @ 12:00 p.m.**

Visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.



**JOB DESCRIPTION**

**Administrative Asset Support,  
Water & Wastewater Operations**

<b>Department:</b>	EPW	<b>Reports to:</b>	Manager, Infrastructure Engineering
<b>Effective Date:</b>	February 2024	<b>Supersedes:</b>	June 2021
<b>Classification:</b>	CUPE Inside Class 5	<b>Job Evaluation Date:</b>	June 2021 (Pre-evaluation)

**POSITION SUMMARY**

Responsible for providing administrative support to water and wastewater (WWW) operations staff for the creation and maintenance of utility GIS databases, and other related documents; as well as creating and maintaining associated WWW GIS map layers, databases, including both internal and external buried utility locate databases and hardcopy mapping.

**DUTIES & RESPONSIBILITIES (not limited to)**

- Use GIS software to maintain, plot and map WWW infrastructure data, ensuring quality control.
- Interpret as-built drawings, or other data sources to extract accurate data about WWW infrastructure – may involve examining, analyzing, and verifying multiple records/sources to determine the most appropriate source; facilitate amendment of as-built drawings following plant, new housing developments and equipment changes.
- Receive and/or collect field data on hydrants, valves, watermains, maintenance access holes, sewer lines and other appurtenances; verify accuracy of data received from consultants with field staff.
- Maintain archives for hard copy and electronic plans and specifications including real property plans and construction drawings pertaining to watermains, sewers, new developments and facilities.
- Liaise with various departments to collect, verify, and correct information on service agreements, easements, etc. that pertain to water and sewer assets.
- Create utility / appurtenance locate drawings using appropriate software and maintain data in a store that is readily accessible and understandable by operations staff; ensure service locate drawings are properly cross referenced to main utility plans including final submission by developers.
- Maintain, log, modify and/or audit various utility accounts and databases; verify accuracy of bills and make recommendation to consolidate and/or eliminate accounts for discontinued operations.
- Interface with utility and communication providers regarding services to WWW operations division.
- Review condition inspection data (CCTV and other) and assist in recommendations into Rehabilitation projects and annual sewer flushing operations.
- Maintain a list of changes/ updates required for large scale utility wall maps and arrange for replacement / updating of damaged or outdated maps and drawings.
- Assist in maintaining corporate GIS web mapping application and provide training for its use where requested.
- Create and update GIS procedural manuals, guidelines, and metadata.
- Related duties as assigned.

**MINIMUM EDUCATION, EXPERIENCE & QUALIFICATIONS**

- Two (2) year diploma in Geography, Geomatics or computer fundamentals, or equivalent including specialized training in GIS (one year post graduate diploma), or equivalent combination of education & related experience.
- Two (2) years' experience in a technical engineering field and hands on experience with GIS software and data management along with working knowledge of trade terminology is considered an asset.
  - Experience using the following GIS software and scripting languages would be beneficial: ESRI ArcGIS suite of software including ArcGIS PRO and ArcGIS Online.
- Proven ability to work in a team, effectively interact with others and handle a number of ongoing projects.
- Excellent communication skills, including comfort and skill in making presentations and the ability to speak and write in a clear, effective manner.
- Ability to travel throughout the Muskoka Region and neighbouring municipalities for work related purposes which includes occasional fieldwork.

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