

## Summer Student Posting

**Posting Date:** Wednesday, December 16, 2020

**Closing Date:** Friday, January 22, 2021 @ 12:00 NOON

**Wage:** \$ 14.75 per hour

**Classification:** Summer Student (May to August)

Are you looking to build your GIS skills and learning how integral our program is to our Emergency Service Partners? Every year, the District offers summer employment to students registered in post-secondary education and this year the Community and Planning Services department is hiring an:

### 911 Verification (GIS) Student



This role is responsible for verifying 911 civic addresses on randomly selected households, businesses and facilities to identify where the 911 information is incorrect. This summer student job will work a 35-hour work week, Monday to Friday.

This job is typically based out of our Administration building in Bracebridge, however, with the ongoing COVID pandemic, this role may be required to work in a work-from-home arrangement. Students should be available to begin work the first week of May and continue work through to the end of August.

You will gain four months of hands-on experience, open doors and build transferable skills for your future career.

Responsibilities of the 911 Verification (GIS) Student will include, but not be limited to:

- Travel throughout Muskoka with use of a District vehicle drive to various locations.
- Educate public on the importance of 911 civic addressing.
- Review Bell Canada 911 data with property owner's information and record results on a hand held device.
- Using GIS software programs move address points to correct position or add new address points as required.

The skills, experience and qualifications we are seeking for this job include:

- Students must be enrolled in full-time post-secondary studies for the following school year.
- Students with experience or enrolled in a program with GIS is an asset, knowledge of ESRI software is a benefit.
- Good interpersonal and communication skills.



If you have the necessary skills, experience and qualifications, and support our Vision and Values of RISE (Respect and Integrity, Innovative Leadership, Synergy and Experiences) please review the "**How to Apply**" instructions on our website and then submit your application.

[Watch our video](#) to learn more about working at the District!

The District Municipality of Muskoka is committed to employment equity and diversity in the workplace and welcomes applications from women, racially visible individuals, people with disabilities, Indigenous peoples, and LGBTQ+ persons.

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and 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.