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| **DEPARTMENT:**  | Parks | **UNION:**  | Non Union |
| **LOCATION:** | Corporate | **JOB CODE:** | NU0516 |
| **POSITION STATUS:** | Regular Full-time | **GRADE/CLASS:** | NU08 |
| **# OF POSITIONS:** | 1 | **RATE OF PAY:** | $57,794.72 to $70,249.692 Annually |
| **POSITION #:** | 00005568 | **SHIFT WORK REQ’D:** | No. |
| **DUTIES:** Reporting to the City Forester/Manager Forestry & Natural Areas or designate, the Parks Operations Asset Analyst will provide technical and administrative support, and will assist in technical matters for the Parks (Forestry) department. Technical support includes infrastructure asset management functions, cost analysis, performance measurement, map generation, and Geographic Information Systems analysis. The successful candidate will be responsible for implementation and ongoing support of departmental programs; staff training; research and liaison to GIS/EIS, Information Technology, and the Operations / IMS Department. Provide quality control to ensure performance management of information input into the Hansen Tree Inventory, and Work Order modules. Develop business practices and work flows. Collect, survey, input, maintain, and analyze the City maintained Tree Inventory database including new plantings, trees removed, locations, sizes, etc. Create and maintain a variety of Excel spreadsheets, reports, and MS Access database files. Conduct field inspections as required. Create and maintain the Drawings of Record, using Autodesk Map mapping and Orthophotograhic Maps software for EIS application. Liaise with various departments. Provide functional supervision to other staff members as required for the completion of special projects such as citywide tree surveys. Manage outside Vendor Contract work as it pertains to the Hansen Tree Work Order system. Will perform Occupational Health & Safety duties as outlined in the Corporation’s Health and Safety program. Will perform other related duties as required. |
| **QUALIFICATIONS:** * Must have a university degree in Forestry, Geography, Computer Science, Engineering, Architecture, Business, or Public Administration or Ontario Ministry of Education equivalencies and up to one (1) year related experience in GIS mapping, AutoCAD, computerized inventory control, training, allocating work and systems problem solving.
* Must have a post secondary community college diploma in Forestry, Geography, Computer Science, Engineering, Architecture, Business, or Public Administration or Ontario Ministry of Education equivalency and a minimum of one (1) year related work experience in GIS mapping, AutoCAD, computerized inventory control, training, allocating work and systems problem solving.
* **OR** Must have an Ontario Secondary School Graduation Diploma plus one year of post secondary school courses in Forestry, Geography, Computer Science, Engineering, Architecture, Business, or Public Administration or Ontario Ministry of Education equivalencies and a minimum of two (2) years related work experience in GIS mapping, AutoCAD, computerized inventory control, training, allocating work and systems problem solving.
* **OR** Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency and a minimum of four (4) years related work experience in GIS mapping, AutoCAD, computerized inventory control, training, allocating work and systems problem solving.
* Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver’s License is required in accordance with the Highway Traffic Act and must provide a driver’s abstract as a condition of employment;
* Must have demonstrated oral and written communication skills.

**QUALIFICATIONS CONT’D**:* Should have knowledge of the Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with the work.
* Hansen training and experience would be considered an asset.
* Additional education or training, such as a certificate in Geographic Information Systems considered an asset.
* The physical demands analysis associated with this position indicates a sedentary level of work.

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| **POSTING SPECIFICS:** |
| **Who May Apply:** | * Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
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| **How To Apply:** | * Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.
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| **Apply To:** | * In person to the Human Resources Department or one of the Customer Care Centres
* By faxing your Job Transfer Form and resume to the Human Resources Department
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| **Update:** | * By Human Resources on
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**In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.**