



**Parks Asset Management Data Collection Student
May to September 2024
Job Posting# 2024-06
Closing Date: Open until filled**

The City of Owen Sound is seeking applicants for the role of Parks Asset Management Data Collection Student. The city has 500+ acres of parkland across 45 parks including 21 playgrounds and a wide range of other features including splash pads, walls, fountains, trails, signage, benches, and structures. An up to date inventory of the assets is required for compliance with Asset Management legislation. The City will facilitate a co-op opportunity for students in a related field of study. Duties include the following:

Data Collection:

- Utilize GPS instruments and related technology to collect accurate spatial data of assets within city parks, including but not limited to benches, playground equipment, signage, trails, bridges, walls, and other amenities.
- Ensure the precision and reliability of collected data to create an up-to-date and comprehensive inventory of park assets.

Asset Identification and Tagging:

- Identify and label each park asset with a unique identifier or RFID tag for efficient tracking and management.
- Work closely with park staff and Corporate Services to ensure accurate asset categorization and labeling.

Database Management:

- Work with the City's GIS Coordinator to input collected data into a centralized asset management database, ensuring that all information is organized, up-to-date, and easily accessible.

Mapping and Reporting:

- Generate maps and reports detailing the location and condition of park assets using GIS (Geographic Information System) software.
- Provide regular updates to city officials, park management, and other relevant stakeholders regarding the status of park assets



Employee Group: Non-Union

Status: Student

Wage Range: \$20.00/hour

Hours of Work: 8 hours a day/40 hours a week including days, evening and weekend work.

Education Required: A secondary school diploma and working towards a college or university degree in a related field or a combination of education and experience satisfactory to the employer.

Experience: Previous experience in data collection is considered an asset.

Requirements:

- Ability to work 40 hours per week for the full duration of assignment.
- Ability to work evenings, weekends and weekdays.
- Ability to work safely and in accordance with the Occupational Health & Safety Act.
- Able to complete outdoor duties for minimum 8 hours a day and lift up to 50 lbs.
- Ability to understand and execute detailed written and oral instructions;
- Ability to use Microsoft Office products including Outlook, Word and Excel
- Ability to learn and use GIS, asset management and data collection applications
- Communication and organizational skills
- Demonstrated accuracy and attention to detail.
- A G driver's license is required.
- Must be available to work the complete term from hire date to September 1, 2024.

To explore this opportunity further, we invite applicants to forward their resume and cover letter to:

Human Resources Manager
City of Owen Sound
E-mail: hrjobposting@owensound.ca

The City of Owen Sound is proud to be an equal opportunity employer, valuing and respecting diversity. We are committed to inclusive, barrier-free recruitment and selection processes. We will

accommodate the needs of qualified applicants under the *Human Rights Code* and the *Accessibility for Ontarians Disabilities Act*, in all aspects of the hiring process, upon request. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and will only be used for candidate selection.