

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following summer student vacancy:

## Student Assistant, Reflectivity/GIS

- Contract, full-time
- April 29<sup>th</sup> to August 30<sup>th</sup>, 2019
- 35 hours per week

Reporting to the Manager of Project Engineering, you will assist in a variety of GIS related tasks. One of your main responsibilities will be the collection of road sign reflectometer readings of all road regulatory and warning signs throughout the County.

Duties will include:

- Field collection of sign reflectivity using a RoadVista Retroreflectometer
- Downloading and assessment of data in the office to assess conformance to current standards
- Collect and update GPS data for signs, bridges, road centrelines, culverts, catch basins, and various other municipal and County infrastructure to build and maintain GIS geo databases
- Assist with creation of reports and thematic maps as well as analyze, convert, import, and export data into and out of the GIS
- Assist with surveys and/or any other road/transportation related projects

### Qualifications & skills:

- You have completed at least one year in a geomatics or GIS-related program
- You have some knowledge of the importance of data collection standards and are familiar with ESRI ArcGIS suite of software, including server
- Familiarity with the Trimble GeoXH GPS handheld unit and Cityworks software is considered to be an asset.
- Ability to work individually and as a team player
- Demonstrated math skills
- First Aid/CPR training is considered an asset.

You must be a fully licensed Class G driver with access to your own vehicle. An acceptable driver's abstract (3-year uncertified driver's record) must be submitted with your application. **Resumes submitted without an acceptable driver's abstract will not be reviewed.**

The successful candidate will be required to submit a satisfactory Police Record Check prior to the commencement of employment.

A student is defined as a person between the ages of 15-30 at the start of the employment; registered as a full-time student in the previous academic year (2018/2019), and intends to return to school on a full-time basis in the next academic year (2019/2020). As a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, you are legally entitled to work in Canada. You must be available to work from April 29<sup>th</sup> to August 30<sup>th</sup>.

We thank all applicants for their interest, however, only those selected for an interview will be notified. If you wish to apply for more than one job, please apply to each position individually.

When emailing your application, please ensure your up-to-date cover letter, résumé and driver's abstract are submitted as a single document in Microsoft Word (.doc) or Adobe PDF (.pdf) format. Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Friday, January 25<sup>th</sup>, 2019** to:

Human Resources  
County of Northumberland  
555 Courthouse Road  
Cobourg, ON K9A 5J6  
Email: [hr@northumberlandcounty.ca](mailto:hr@northumberlandcounty.ca)

**Subject line: Student Assistant, Reflectivity/GIS**

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to [accessibility@northumberlandcounty.ca](mailto:accessibility@northumberlandcounty.ca) or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.