

## Saugeen Valley Conservation Authority

2023 Water Resources Data Technician  
One position, five-month contract

### Why work for us?

Saugeen Valley Conservation Authority's (SVCA) Administrative Office is situated in the heart of the Saugeen watershed. With our small, but passionate team, you will know your co-workers by name and will have direct access to the considerable knowledge of these individuals.

### Summary of Functions

The Water Resources Data Technician will support the transfer of data from various electronic platforms (WISKI, Excel, ONE-Key Portal) as well as print data to Microsoft Power BI, a data visualization tool that will enable SVCA to share water resources data publicly. They will be responsible for quality control (QA/QC) and entry of surface water, groundwater, snow survey, and watercourse data, as well as ensuring that results AODA compliant.

The Water Resources Data Technician will also engage in field work as needed, assisting staff in the monitoring and maintenance of SVCA's hydrometric network, which includes precipitation stations, stream gauges, and other weather monitoring equipment.

### Qualifications

The ideal candidate will have the following competencies:

- Experience in data review, QA/QC, filing, inputting data
- Microsoft Excel proficiency
- Experience with water resources data is an asset
- Microsoft Power BI, WISKI experience is an asset
- Must have a valid class "G" driver's license
- Must be comfortable working outdoors, around watercourses
- Familiarity with the *Accessibility for Ontarians with Disabilities Act* (AODA)
- Very strong attention to detail

### Duties and Responsibilities:

- Facilitate the transfer of data from various electronic platforms (WISKI, Excel, ONE-Key Portal) and print sources into Microsoft Power BI
- Perform quality control (QA/QC) and data entry tasks for surface water, groundwater, snow survey, and watercourse data
- Ensure the generated data visualizations are compliant with the *Accessibility for Ontarians with Disabilities Act* (AODA)

- Participate in field work as needed, assisting in the monitoring and maintenance of the organization's hydrometric network
- Work safely in compliance with the *Occupational Health and Safety Act* and all SVCA Health and Safety policies
- Other duties as assigned appropriate to the responsibilities of the position

## Additional Information

### Work Environment and Conditions

This position is comprised of an 80/20 split between data management and field work; the successful candidate must be prepared to work in an office environment as well as out-of-doors, around water. All successful applicants must possess their own Green Patch CSA approved safety boots, be able to work outdoors in all weather conditions, in uneven terrain. Some heavy lifting is required.

### Training

SVCA offers comprehensive health and safety training including on the job training for the position including WHIMIS and Health and Safety Training.

### Location

- SVCA's Administrative Office, 1078 Bruce Road 12, Formosa, Ontario

### Work Period

- Five months from contract start date
- 37.5 hours per week, with occasional evening availability

### Wages & Benefits

- \$20/hour
- 4% vacation pay
- Optional enrolment in OMERS pension plan

Start Date:

July 2023

Closing Date for Applications:

May 31, 2023, at 12:00pm

Please submit your cover letter and resumé outlining how your experience meets the necessary qualifications by email to:

Janice Hagan, Executive Assistant, Saugeen Valley Conservation Authority

[j.hagan@svca.on.ca](mailto:j.hagan@svca.on.ca)

Email is the preferred submission method. Submit your cover letter and resume as one .pdf document. Document file name and email subject line should be your name followed by \_WATERDATA2023 (EG. Janice.Hagan\_WATERDATA2023.pdf).

We thank all applicants for their interest, however only those selected for an interview will be contacted.

SVCA is an Equal Opportunity Employer. In accordance with *Accessibility for Ontarians with Disabilities Act, 2005* (AODA), SVCA will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability – related accommodations or more information about accommodation, please visit:

[www.saugeenconservation.ca/access](http://www.saugeenconservation.ca/access) or email [accessibility@svca.on.ca](mailto:accessibility@svca.on.ca)

All personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).