



Job Posting – Ongoing

Job Title	GIS/IT Specialist
Reports to:	CAO - Secretary-Treasurer
Salary:	\$75,216 to \$88,489
Type:	Full Time Permanent

Who we are

Otonabee Conservation is a community-centred environmental agency dedicated to protecting, restoring, and managing the natural resources of the Otonabee Region watershed. In collaboration with our eight member municipalities, we strive to create a healthy, diverse, and sustainable watershed that:

- Enhances the quality of life for residents
- Makes our area more appealing to visitors and new business
- Supports a thriving regional economy

Our team consists of dedicated professionals, including scientists, engineers, researchers, educators, planners, and environmental stewards, all passionate about preserving and enriching our natural environment while ensuring responsible, sustainable and safe development.

Who you are

You want to be a part of an organization with an environmental goal. You want the work you do to make a difference. You like a team environment where everyone has an opportunity to contribute to achieving a shared goal, no matter their background or level of education and experience. You like problem solving, expanding your horizons and making even the smallest positive impact on your community and the planet. GIS/IT Specialist, April 2026

Why would you want to join our team

Otonabee Conservation encourages work-life balance and offers tailored work hours, opportunity to work from home up to two days a week and an Employee Assistance Program. Our team feels a connection to their work, each other and the community we serve. Our administrative office is in the north end of Peterborough, the gateway to the beautiful Kawartha Lakes.

We offer staff development plans and open doors to help advance your career. Otonabee Conservation employees benefit from being a part of the Ontario Municipal Employees Retirement System (OMERS).

Working at Otonabee Conservation offers the opportunity to contribute to the conservation, protection, and enhancement of a healthy natural environment within the Otonabee Region watershed.

Otonabee Conservation celebrates a highly positive and collaborative working relationship with its member municipalities, community groups, and residents and delivers programs and services that support environmental sustainability. Employees are part of a dedicated team that manages conservation lands, provides outdoor recreational opportunities, assists in planning healthy and safe communities, and fosters community stewardship. The organization fosters a respectful, welcoming, and inclusive environment.

Joining Otonabee Conservation means being part of a mission-driven organization committed to making a positive impact on the local environment and community.

Overview of the Opportunity

The GIS/IT Specialist is responsible for leading the delivery of support services, infrastructure planning, and technical operations. Key duties include maintaining the asset inventory, managing product lifecycles, and overseeing network design, development, and security.

Additionally, the Specialist ensures the accuracy and currency of digital mapping systems and associated regulatory documentation.

Reporting to the Manager, Corporate Services, this position is responsible for the creation, management, analysis, and distribution of the Authority's Geographic Information Systems services to support the organization. This position also supports the Authority's asset management and maintenance management programs. This position is highly technical and analytical in nature and requires the aptitude to be self-directed, highly motivated, and possess strong critical thinking skills. GIS/IT Specialist, April 2026

Primary Responsibilities (This is not an exhaustive list)

- An important function will include relevant policy development and programs to implement policy.
- Acts as the main contact point, receiving and handling requests for support for IT matters.
- Maintains knowledge management systems and content.
- Responsible for IT assets, ensuring the administration of the acquisition, storage, distribution, installation and set-up, movement & disposal of assets is carried out in accordance with policies and procedures.
- Undertakes routine installations and de-installations of items of hardware and/or software.
- Provides technical expertise to enable the correct application of operational procedures for IT Infrastructure.
- Identifies and resolves network problems.
- Responsible to lead information security, performs security risk and business impact analysis for information systems and investigates suspected attacks and manages incidents.
- Administer software licensing and purchasing for effective installation of network.
- Ensure privacy of records adhering to the *Municipal Freedom of Information and Protection of Privacy Act*.
- Works with external contractors when required.

Geographical Information Systems

- Administers the Authority's GIS system and provides continuous improvement to the quality of the spatial/non-spatial data the Authority maintains.
- Administers the various asset and computerized maintenance management software.
- Provides technical GIS support in the form of analysis and reporting to program areas.
- Ensures mapping services are provided to support internal and external facing web applications.
- Assist in the development, configuration, and support of internal and external mapping-based applications.
- Compiles, creates, edits, and manages GIS and related datasets.

- Develops resources and delivers training to internal staff.
- Assist in field survey for projects as required.
- Prepare correspondence and reports and attend meetings as required.

Skill

- College diploma or university degree in the field of computer science or a related field or an equivalent combination of education and experience.
- 3-5 years progressive experience in a Microsoft networking environment & windows server management,
- Microsoft Certified Professional, Microsoft Technology Associate, Microsoft Role Based Certificates and/or ITIL certification.
- Successful completion of a diploma in GIS, or a related field.
- Comprehensive knowledge of creating, administering, and maintaining enterprise geodatabases, including data modeling.
- Comprehensive knowledge of ESRI software and tools such as ArcGIS Pro, Collector, ArcGIS Online/Portal for ArcGIS, Arc GIS Experience Builder, ArcGIS Enterprise.
- Experience with GPS and the development of data capture methods and techniques using mobile technology such as ArcGIS field maps.
- Working knowledge of GIS technology and related fields.
- Working knowledge of maintenance management technology.
- Working knowledge of mapping principles, coordination of geometry and mathematical principles, and of surveying principles, techniques, and procedures.
- Working experience with SharePoint Administration.
- Working experience with help desk and/or providing customer support.
- Fluency in programming languages and automation tools.
- Valid Ontario Class G or G2 Driver's License and clean driving record.
- Satisfactory Criminal Background Check.

To apply, please email your cover letter and resume as **one file (Word or PDF)** to humanresources@otonabeeconservation.com with the subject heading that includes the name of the position and your name.

Please contact Janette Loveys, Chief Administrative Officer/Secretary-Treasurer at jsmith@otonabeeconservation.com with any questions regarding this opportunity.

This posting will remain open until a suitable candidate is found. Candidates are encouraged to express their interest as applications will be reviewed on an ongoing basis.