



Database Technician

Job Description

Full Time Contract Position to March 31, 2018

GENERAL DESCRIPTION:

The Database Technician is responsible for populating a centralized database based on the WISKi system with fish, fish habitat, wetlands, fish contaminants, algal toxins, water chemistry, and microbiological data from partner agencies on behalf of the Bay of Quinte Remedial Action Plan (BQRAP) Program.

PRIMARY DUTIES:

1. Obtain and collate relevant datasets with various native formats from various BQRAP agencies into a management database (Water Information System Kisters – WISKi).
2. Collect and collate taxonomic trees related to macrophytes and fish to share with partner agencies for their review and approval.
3. Subject to partner agency approvals, design appropriate database schema, followed by data uploads.
4. Conduct quality assurance and quality control (QA/QC) on the data entered into the database.
5. Assist with compiling the final report for the project.
6. Provide recommendations for future data procurement and data upload activities based on experience gained on this project and identify problems or obstacles faced and solutions proposed.
7. Undertake other related duties as required, and as assigned, by the Technical Specialist or Special Projects Coordinator.

QUALIFICATIONS:

- Successful completion of a post-secondary program in computer science, resource management, engineering, environmental science, or a related discipline, as well as training in database management.
- One year work experience in related field.
- Excellent knowledge of Microsoft Office Suite tools and proficient user of Excel and Access.
- Knowledge of aquatic biology and water chemistry is an asset.

- Experience with Geographic Information Systems (GIS), Information Technology (IT), and remote sensing is an asset.
- Excellent problem solving skills.
- Excellent time management and organizational skills.
- Effective written and verbal communication skills.
- Experience working individually and in a team environment.
- Valid Ontario Class “G” driver’s license and a good driving record.

CONDITIONS OF EMPLOYMENT:

Contract ▪ 40 hours/week ▪ wages based on annual salary of \$47,139 – \$55,458

HOW TO APPLY:

Mail or email your cover letter (please specify where you learned of the job opportunity) clearly marked “Database Technician”, along with your resume by Monday July 24, 2017 at 4pm to:

Anne Anderson, Special Projects Coordinator
Lower Trent Conservation, 714 Murray Street, RR 1, Trenton, Ontario K8V 5P4
Email: information@ltc.on.ca

We thank all applicants for their interest; however, only candidates under consideration will be contacted.

Lower Trent Conservation is an equal opportunity employer in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the *Ontario Human Rights Code*. Lower Trent Conservation will provide accommodations throughout the recruitment, selection, and/or assessment process to applicants with disabilities.

Personal information provided is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*.

“working with local communities to protect our natural environment”



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