

Working with its partners, the Ottawa Macdonald-Cartier International Airport Authority will be a leader in providing quality, safe, secure, sustainable and affordable transportation facilities and services to the airport's customers and communities within the National Capital Region.

The Operations and Infrastructure team is accepting applications for the position of **Engineering Data Management Coordinator**.

Reporting to the Director of Technical Services, the Engineering Data Management Coordinator will be responsible for developing, managing, and maintaining strategies, methods and tools for capturing, storing, preserving and delivering content/documents for the Ottawa Airport Authority. Data is comprised of documents of any type produced using any methods, electronic and/or hard copy. However, flexibility to shift hours will be required in order to provide response to critical issues that occur outside of normal hours.

Essential functions:

- Responsible for organizing, distributing, amalgamating, and producing all manner of technical documents needed to support ongoing business at the Ottawa Airport Authority;
- Maintain and update the Airport's digital graphic data repository and utilize the in-house computer aided design and drafting systems (CADD), primarily AutoCAD and MicroStation;
- Plan and coordinate the drafting quality control activities through consultants engaged in compiling new project data files or revising existing files;
- Provide CADD quality assurance support and administer, direct and control the overall surveying and mapping program on-site;
- Provide expert advice to identify, define and resolve problems related to Technical Data Centre (TDC) functions;
- Check new, revised and special drawings prepared in-house or by consultants to ensure accuracy of data and adherence to engineering and technical specifications;
- Maintain the CADD drafting standard manual along with digital information i.e. CADD cell and level libraries, border drawing templates and standard details required for consultation;
- Update Facility Alteration Permit (FAP) and capital infrastructure requests into graphic database as well as maintain historical database of permits and projects;
- Keep abreast with technological changes, new materials and equipment through contacts with suppliers, seminars or conferences;
- Compile and produce through electronic data manipulation, computer generated, photo reproduced, manually drafted, or varying combinations thereof, working plots and drawings for inclusion in preliminary design, capital project tendering documents, planning and project brief documents associated with architectural, civil, electrical, mechanical, structural engineering;
- Compile and produce land use materials, transportation and landscaping presentation;
- Set-up, support, and administer CADD viewer software applications on workstations;
- Monitor computer file usage to ensure inactive databases are archived relative to the Airport's data life-cycle;
- Coordinate GIS updates with consultants and maintain an up-to-date GIS data base of Airport infrastructure; and
- Maintain and produce various graphics for in-house stakeholders and consultants use.

The successful candidate must be able to resolve complex technical problems related to graphics, database management, surveys, and mapping to effectively manipulate and manage digital data. He/she will have the ability to perform visual site inspections needed to verify as-built conditions to modifications of the Airport site, and create lease plans for tenants, calculate space for the Business Development and Marketing or for tax purposes. The successful must be able to interpret survey plan information and how it relates to Airport lands. He/she will have the ability to manage multiple projects and/or activities simultaneously, assess priorities, show attention to detail, and be flexible with respect to changing assignments. The successful candidate must be self-motivated, organized, and efficient. He/she will have the ability to work independently with minimal supervision and work under pressure as well as within time constraints. The successful candidate must demonstrate their ability to work cooperatively in a team environment and interact professionally with staff, clients and consultants. He/she must have the ability to demonstrate a willingness to continually upgrade knowledge and skills as required. The successful candidate must be able to demonstrate their solid analytical skills, good decision-making and problem-solving abilities as well as excellent interpersonal skills. These abilities, as well as a positive attitude, will ensure success in building positive working relationships in a team environment.

Qualifications for this position include:

- College or university graduate in Architectural Technician or Technologist, Civil Engineering Technologist or similar and a minimum of three (3) years' experience using Revit, AutoCAD, MicroStation, Civil 3D, Adobe Illustrator, ArcGIS, ArcMap and other technical computer aided design software and/or GIS system in a multi-disciplined engineering or technical environment for architectural and engineering disciplines;
- Expert knowledge of a wide variety of software programs used in the building and civil infrastructure construction and engineering fields;
- A strong understanding of the technical drawings used in GIS and for construction and maintenance built assets of all types;
- Knowledge of Microsoft Office, Word, Excel, PowerPoint, Adobe Acrobat Pro, Adobe Photoshop and Google Sketchup;
- Knowledge of drafting techniques using manual and CADD systems;
- Knowledge of GIS systems and mapping coordinate systems;
- Knowledge of digital and manual filing systems and procedures/guidelines associated with CADD systems;
- Knowledge of *Transport Canada's Aerodrome Standards and Practices*; and
- Excellent verbal and written communication skills in English: bilingualism (English and French) is an asset.

Candidates must be in possession of a valid driver's license (Class G or equivalent) along with a driver's abstract (issued within the last month) and must successfully complete a security clearance check for an Airport Restricted Area Identity Card (RAIC).

Interested candidates should forward their résumé by August 10, 2018, to work4us@yow.ca.

We thank all applicants; however only those selected for an interview will be contacted.

The Ottawa Airport Authority is committed to the principles of Employment Equity and to achieving a workforce that is representative of the diversity of the Canadian population. We strongly encourage candidates to self-identify if they are a person with a disability, an Aboriginal person or a member of a visible minority group.

