



University
of Manitoba

Campus Planning Office

150 Physical Plant Building
89 Freedman Crescent
Winnipeg, Manitoba
Canada R3T 2N2
204-474-7818

STUDENT TECHNICIAN – Tree Inventory and Landscape Planning Support

The Student Technician position will be a four-month term in the Campus Planning Office.

APPLICATION SUBMISSION DETAILS:

Application Deadline Date: April 25, 2025

Proposed Start Date: May 5, 2025

Wage: \$20/hour

Submit applications to the Campus Planning Office: campus.planning@umanitoba.ca

Established in June 2011, The Campus Planning Office is an administrative unit in the Facilities team reporting to the Associate Vice-President (Administration). The unit is responsible for the creation and implementation of campus plans that guide physical development at the University of Manitoba through collaborative processes and community engagement. Campus Planning includes development frameworks of the University's campuses and lands (buildings, landscape, open spaces, transportation systems, and infrastructure). The Campus Planning Office collaborates with Architectural & Engineering Services, the Office of Sustainability, and Operations & Maintenance on many initiatives.

JOB DESCRIPTION

The Student Technician will work with the Planning Project Coordinator and Campus Planner to assist in updating and maintaining the Fort Garry Campus Tree Inventory. This position will require the successful candidate to work both in the office and outdoors conducting field data collection using a mobile GIS-based device. Data collection will include measuring the diameter of trees within tree inventory, and working with the Planning Project Coordinator to determine the environmental benefits of the campus canopy including the amount of carbon stored and sequestered by each tree. The Student Technician may also be required to make qualitative assessments of greenspaces and natural areas in addition to noting the physical characteristics of the exterior environment. Data gathered by the candidate will assist in understanding the existing properties of the University's exterior spaces and will inform other ongoing initiatives related to the preservation and enhancement of the campus landscape.

Job Duties and Key Responsibilities:

- **Fort Garry Campus Tree Inventory – Data Collection & Assessment**
 - Work with the Planning Project Coordinator, Campus Planner and Campus Arborist to record quantitative tree measurements that can help to inform carbon accounting initiatives.
 - Working independently outdoors using a mobile device to collect information and ensuring mobile data collection is updated and stored within the GIS geodatabase.
 - Photograph and note any damage or obvious changes in condition that is not already recorded in the database.

- **Exterior Space Inventory – Data Collection & Assessment**
 - Work with the Space Inventory Coordinator to categorize and assess exterior spaces on campus using GIS software.
 - Working independently outdoors using a mobile device to collect information related to the physical characteristics of campus exterior spaces.
 - Ensure mobile data collection is updated and stored within GIS geodatabase.
 - Conduct individual assessments of greenspaces and natural areas and record observations.
 - Photograph and categorize exterior spaces using mobile application.

QUALIFICATIONS

Minimum Formal Education/Training Required:

- Bachelor of Environmental Design, Landscape and Urbanism stream, Faculty of Architecture, or
- Bachelor of Environmental Science Honors program, Clayton H. Riddell Faculty of Environment, Earth, and Resources.
- Preference for candidates enrolled in a graduate program of study.

EXPERIENCE:

- Experience with Graphic design preferred.
- Some experience with GIS software required.
- Experience with urban forestry is preferred.
- Any work experience that demonstrates ability to work independently, to manage deadlines and prioritize work tasks will be considered an asset.
- Experience with landscape planning and design is an asset.
- An equivalent combination of education and experience may be considered.

SKILLS AND ABILITIES:

- Excellent interpersonal, oral and written communication skills are essential.
- Strong coordination and time management skills are required.
- Demonstrated familiarity of best practices within urban design and landscape planning & design required.
- Proven ability to prioritize multiple projects at the same time is required.
- Satisfactory work record, including satisfactory attendance and punctuality, is required.
- Working knowledge of GIS is required.
- Working knowledge of AutoCAD is preferred.
- Proficiency with Adobe creative suite (especially InDesign and Illustrator) is required.
- Proficiency with MS Office, Outlook, MS Word, and Excel is required.