

# TRCA Recruiting – Quick Tips

## How to Apply to Internal Postings

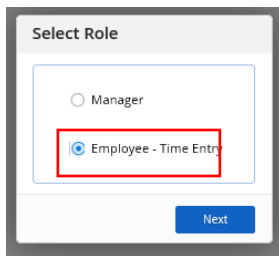
### Career Profile


The first time you apply to an internal job posting, you need to update your **Career Profile**. This is sometimes referred to as the Talent Profile as well.

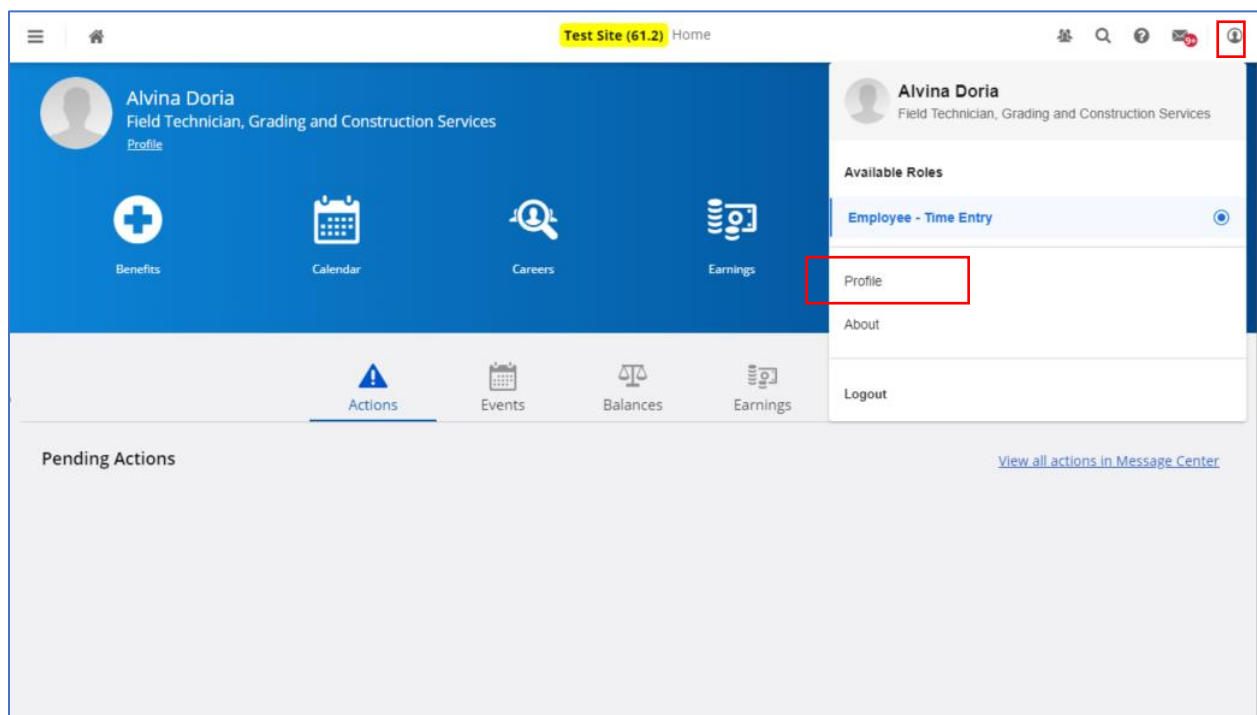
You update your Career Profile through your profile under **Employee -Time Entry** user role. Your Career Profile is an opportunity to highlight your experience and you can update it any time. This content is available to your manager, but only you can update your Career Profile.

When you apply for internal job postings, the information from your Career Profile is populated into the job application. You can add or edit information for specific job applications, if needed. And changes you make for job applications can optionally be updated automatically back into your Career Profile.

Log in using their **Employee – Time Entry** user role.



Click the  **Profile** at the right-hand corner of the screen, then select **Profile**.



# TRCA Recruiting – Quick Tips

## How to Apply to Internal Postings

The **Personal** tab loads as the default screen.

The screenshot shows the 'Personal' tab of the TRCA Recruiting system. The user is Alvina Doria, a Field Technician, Grading and Construction Services, with Employee Number 003839. The location is Professional Services (RSC/R&I - PS) • Survey, Drafting and Landscape Design... The 'About Me' section is visible, containing 'Contact Information' and 'Personal Information'.

**Contact Information**

Addresses	Contact Information	Emergency Contacts
Primary Residence 12856 Test Lane Drive Rombold, ON L4T 8G5 Canada	Phone Numbers Home  Email Addresses Business Email  Online Profiles No online profile available	No emergency contact information available

**Personal Information**

Marital Status	Dependents	Beneficiaries
Single Biography No biography available	No dependent information available	No beneficiary information available

Hover over the **Career** tab label, and then select **Overview** sub-tab.

The screenshot shows the 'Career' tab of the TRCA Recruiting system. The user is Alvina Doria, a Field Technician, Grading and Construction Services, with Employee Number 003839. The location is Professional Services (RSC/R&I - PS) • Survey, Drafting and Landscape Design... The 'Career' tab is selected, and the 'Overview' sub-tab is highlighted. The 'About Me' section is visible, containing 'Contact Information' and 'Personal Information'.

**Career Overview**

**Contact Information**

Addresses	Contact Information	Emergency Contacts
Primary Residence 12856 Test Lane Drive Rombold, ON L4T 8G5 Canada	Phone Numbers Home  Email Addresses Business Email  Online Profiles No online profile available	No emergency contact information available

**Personal Information**

Marital Status	Dependents	Beneficiaries
Single Biography No biography available	No dependent information available	No beneficiary information available

# TRCA Recruiting – Quick Tips

## How to Apply to Internal Postings

### Previously Hired Through Dayforce Recruiting

If you were previously hired through TRCA's Dayforce Recruiting module, your Career Profile might already be populated with information you previously uploaded through your candidate (i.e., external) record.

### Career Profile Sections

The default sections that display include:

- Summary
- Work Assignments:
  - You can update the key projects shown from each of your work assignments.
- Employment History
- Education
- Links: Your website or portfolio site, for example.
- Documents: Your resume or portfolio, for example.
- Accomplishments:
  - Languages
  - Speaking
  - Patents

Other sections that you can add to your profile are:

- Certifications
- Training
- Publications
- Affiliations
- Security Credentials
- Military
- References
- Job Preferences

# TRCA Recruiting – Quick Tips

## How to Apply to Internal Postings


### Add Section

Click the **Add Section** button and select a section to add.

The screenshot displays the TRCA Recruiting profile page for Alvina Doria. The header includes the user's name, employee number (003839), location (Professional Services (RSC/...)), and manager (Nabeela Johnston). The navigation bar shows 'Personal', 'Career', 'Forms', and 'Settings'. The 'Career' section is active, showing an 'Overview' with a 'Summary' section and 'Work Assignments'. A dropdown menu is open next to the 'Add Section' button, listing options: Certifications, Training, Speaking, Patents, Publications, Affiliations, Security Credentials, Military, References, and Job Preferences.

### Updating Sections

Click the **+ Add** button to add and entry in the section.

Click the  button if you want to edit an existing entry in the section. This button might not be displayed, in which case you need to hover over the section for it to appear.

# TRCA Recruiting – Quick Tips

## How to Apply to Internal Postings

Below is the pop-up screen that appears when you click [+ Add](#) under Employment History that allows you to enter information. And when saved, the update displays as shown further below.

The screenshot shows a web application interface with a sidebar on the left containing navigation links: Personal, Career, Forms, and Settings. The main content area displays a profile for 'Alvina Doria' with a 'Test Site (61.2)' badge. A modal window titled 'Edit Employment History' is open, allowing the user to update their employment record. The form includes fields for Position Title, Employer Name, City, State/Province, Country, Start Date, End Date, Department, Supervisor, Annual Salary, Job Level, Self Employed status, and Number of Employees Supervised. A text area for 'Duties and Responsibilities' and a section for 'Accomplishments' are also present. The form is set to 'Senior Soils Analyst' at 'Land Works' in 'Toronto, Ontario, Canada' from '5/5/2014' to '11/17/2017'. The 'Duties and Responsibilities' field contains text about conducting Natural Resource Damage Assessments (NRDA) and habitat restoration work. The 'Accomplishments' field is empty. The form has 'Delete', 'Save', and 'Cancel' buttons at the bottom.

**Edit Employment History**

Position Title\*  
Senior Soils Analyst

Employer Name\*  
Land Works

City  
Toronto

State/Province  
Ontario

Country  
Canada

Start Date  
5/5/2014

End Date  
11/17/2017

Department

Supervisor

Annual Salary

Job Level

Self Employed  
☐

Number of Employees Supervised

Duties and Responsibilities  
Conduct Natural Resource Damage Assessments (NRDA) and habitat restoration work with internal stakeholders and as part of the Missouri Natural Resource Trustee Council in accordance with the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) and other federal and state laws and regulations.

Accomplishments

Delete Save Cancel

The screenshot shows the same web application interface, but the 'Edit Employment History' modal is closed. The profile for 'Alvina Doria' is now updated with the new employment information. The 'Employment History' section shows the 'Senior Soils Analyst' position at 'Land Works, Toronto, Ontario, Canada' from '5/5/2014' to '11/17/2017'. The 'Duties and Responsibilities' field is now visible and contains the same text as in the modal. The 'Accomplishments' field is empty. The 'Education' section is at the bottom with a prompt to 'Please enter your educational background.' and a '+ Add' button. The 'Career' tab is selected in the sidebar, and the 'Add Section' button is visible in the top right corner.

**Alvina Doria**  
Field Technician, Grading and Construction Services

EMPLOYEE NUMBER  
003839

LOCATION  
Professional Services (RSC/...

MANAGER  
Nabeela Johnston  
Supervisor, Grading and Construction Services

Personal Career Forms Settings

Refresh Import from Resume

Construction Services  
Current • Years: 0.6

S&DS - Survey Technician, Survey and Drafting Services  
Years: 3.5

Key Projects  
-

Department: S&DS  
Key Projects  
-

**Employment History**

Senior Soils Analyst  
Land Works, Toronto, Ontario, Canada  
5/5/2014 - 11/17/2017 • Years: 3.5

Duties and Responsibilities  
Conduct Natural Resource Damage Assessments (NRDA) and habitat restoration work with internal stakeholders and as part of the Missouri Natural Resource Trustee Council in accordance with the

[View more](#)

**Education**

Please enter your educational background.  
[+ Add](#)

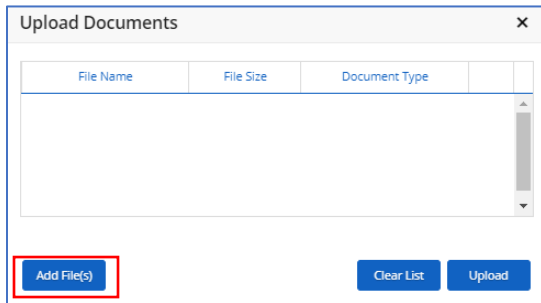
# TRCA Recruiting – Quick Tips

## How to Apply to Internal Postings

### Resume

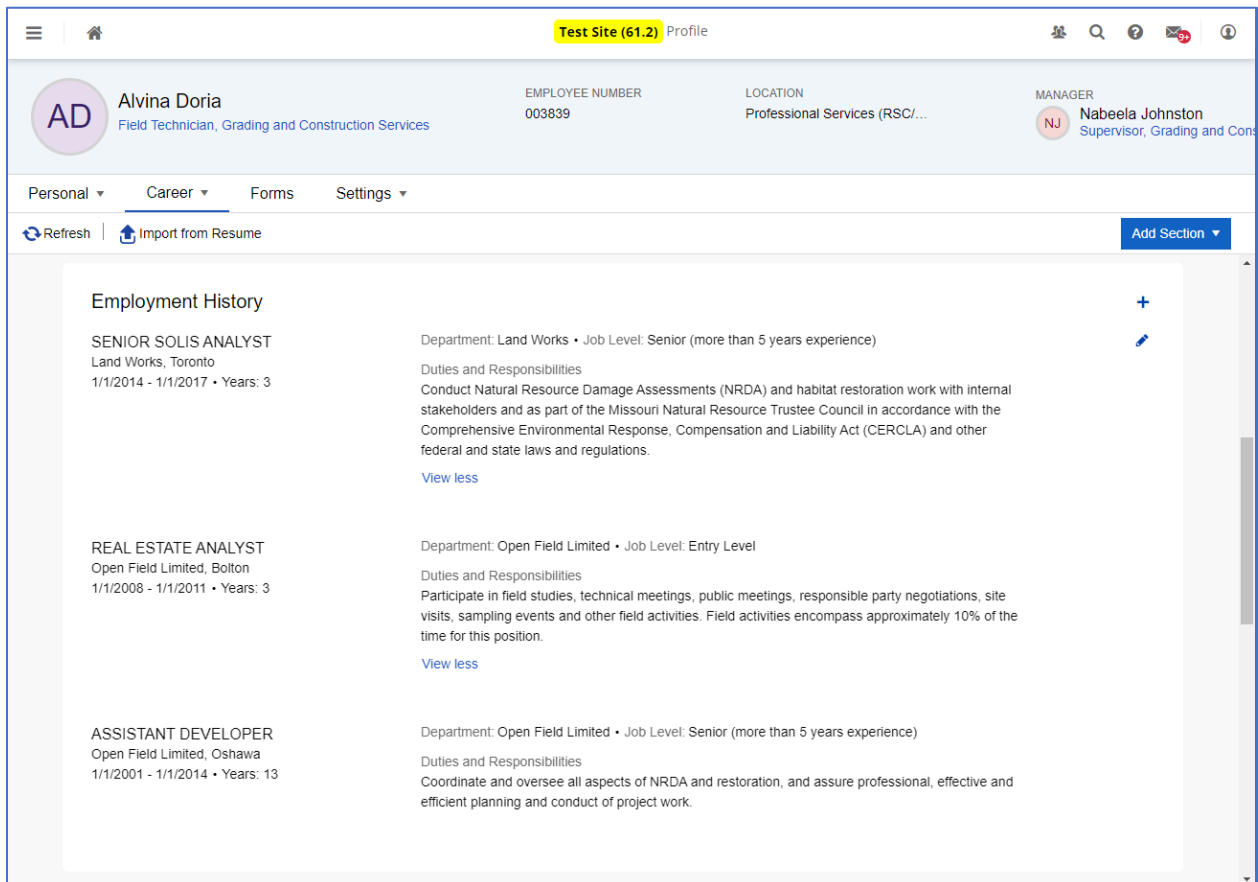
You can also populate your profile by importing your resume. When you upload your resume, Dayforce will parse it and update any corresponding fields in the Employment History and Education sections. Previous entries will be over-written.

To begin do so, click the  button. Then navigate and select your resume file.

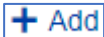



The 'Upload Documents' dialog box shows a table with columns for File Name, File Size, and Document Type. Below the table is a large empty area for file selection. At the bottom, there are three buttons: 'Add File(s)' (highlighted with a red box), 'Clear List', and 'Upload'.

Below is a sample of Employment History automatically being updated after Dayforce parsed the resume file.



The screenshot shows the 'Test Site (61.2) Profile' page for Alvin Doria. The page includes a header with the employee's name, employee number (003839), location (Professional Services (RSC/...)), and manager (Nabeela Johnston). Below the header, there are tabs for Personal, Career, Forms, and Settings. The 'Career' tab is selected, showing the 'Employment History' section. The 'Employment History' section lists three positions: SENIOR SOLIS ANALYST, REAL ESTATE ANALYST, and ASSISTANT DEVELOPER. Each position entry includes the department, job level, and a 'View less' link. The 'Add Section' button is visible in the top right corner of the Employment History section.

You can continue to modify the content as required. Click the  or  buttons.

# TRCA Recruiting – Quick Tips

## How to Apply to Internal Postings

You can also upload your resume file and other files to your Career Profile by updating the **Documents** section.

Below a resume file and a reference letter file are attached to the Career Profile.

The screenshot displays a web interface for a user's Career Profile. At the top, the user's name 'Alvina Doria' is shown with a profile picture 'AD' and her title 'Field Technician, Grading and Construction Services'. To the right, her 'EMPLOYEE NUMBER' is 003839, her 'LOCATION' is 'Professional Services (RSC/...', and her 'MANAGER' is 'Nabeela Johnston, Supervisor, Grading and Con'. Below this, there are tabs for 'Personal', 'Career', 'Forms', and 'Settings', with 'Career' being the active tab. Under the 'Career' tab, there are options to 'Refresh' and 'Import from Resume', and a button to 'Add Section'. The main content area shows a list of documents under the 'Documents' section, which is highlighted with a red box. The documents listed are 'Alvina Doria - Reference Letter DOCX' and 'Alvina Doria - resume DOCX', both uploaded on 11/11/2021. Below the documents section, there are sections for 'Links' and 'Accomplishments'.

Test Site (61.2) Profile

AD Alvina Doria  
Field Technician, Grading and Construction Services

EMPLOYEE NUMBER  
003839

LOCATION  
Professional Services (RSC/...

MANAGER  
NJ Nabeela Johnston  
Supervisor, Grading and Con

Personal Career Forms Settings

Refresh Import from Resume Add Section

University of Toronto, Toronto  
1/1/2002 - 1/1/2005 • Years: 3

Links

Please share any links, such as your website, portfolio, etc.  
+ Add

Documents

Alvina Doria - Reference Letter DOCX  
Uploaded on 11/11/2021

Alvina Doria - resume DOCX  
Uploaded on 11/11/2021

Accomplishments

> Languages (1)  
English

# TRCA Recruiting – Quick Tips

## How to Apply to Internal Postings

### Careers – My Profile

Once your Career Profile is updated, when you access Careers (i.e., Recruiting module), your **My Profile** screen (without yet having applied to a job) will display what you updated into your Career Profile.

The screenshot shows a web application interface for 'Test Site (61.2) Careers'. The 'My Profile' tab is selected and highlighted with a red box. The profile page is divided into several sections:

- Resume**: A section for the user's resume.
- Additional Documents**: A list of documents uploaded by the user, including 'Alvina Doria - resume.docx' and 'Alvina Doria - Reference Letter.docx'.
- Employment History**: A section detailing the user's work experience, including:
  - SENIOR SOLIS ANALYST**: Land Works • Toronto, Jan 2014 - Jan 2017 • 3 Years, Division / Dept.: Land Works. Conduct Natural Resource Damage Assessments (NRDA) and habitat restoration work with internal stakeholders and as part of the Missouri Natural Resource Trustee Council in accordance with the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) and other federal and state laws and regulations.
  - ASSISTANT DEVELOPER**: Open Field Limited • Oshawa, Jan 2001 - Jan 2014 • 13 Years, Division / Dept.: Open Field Limited. Coordinate and oversee all aspects of NRDA and restoration, and assure professional, effective and efficient planning and conduct of project work.
  - REAL ESTATE ANALYST**: Open Field Limited • Bolton, Jan 2008 - Jan 2011 • 3 Years, Division / Dept.: Open Field Limited. Participate in field studies, technical meetings, public meetings, responsible party negotiations, site visits, sampling events and other field activities. Field activities encompass approximately 10% of the time for this position.
- Education History**: A section detailing the user's education, including:
  - BACHELOR OF ART**: New York State University, New York, Major: Art.

You will notice that the information is not editable – this is because it comes from your Career Profile screen and that is where you make updates.



# TRCA Recruiting – Quick Tips

## How to Apply to Internal Postings

### Applying to a Position

To apply to a position, click the **Apply** button, located either in the posting clip in the Job Search list, or, in the detailed posting after you click **More** and the full detailed posting displays.

The screenshot shows the TRCA Job Search interface. At the top, there's a navigation bar with 'Job Search' and 'My Profile' tabs. Below this, a search bar contains 'Job Title, Keywords, Req ID' and 'Location' fields, with a 'Search' button. A link for 'Advanced Search' is also present. The main content area lists two job postings:

- IP&P - Senior Planner, Infrastructure Planning and Permits**  
Head Office, 101 Exchange Avenue, Concord, ON, CAN  
Posted: Friday, November 5, 2021  
Req #40  
Description: How you will contribute as part of the TRCA team: The Senior Planner provides effective project management and service delivery for major and some complex level applications that often include addressing politically sensitive issues. The Senior Planner provides excellent customer service. The Senior Planner supervises a small staff team of planners, ensures resolution of service delivery obligations, and provides business management services to the department's day-to-day management of ... [More](#)  
[Apply](#)
- BCPV - Tradesperson, Black Creek Pioneer Village**  
Black Creek Pioneer Village, 1000 Murray Ross Parkway, North York, ON, CAN  
Posted: Thursday, November 4, 2021  
Req #34  
Description: How you will contribute as part of the TRCA team: Under the direction of the Supervisor, Maintenance and Construction, the Tradesperson 1 is responsible for maintaining the safety and integrity of Black Creek Pioneer Village's historic and modern infrastructure. With certification in a skilled trade and diverse work experience, s/he carries out preventative maintenance and repairs on the museum's HVAC, mechanical systems, electrical systems, plumbing and water filtration systems, and eme ... [More](#)  
[Apply](#)

The 'Apply' button for the second listing is highlighted with a red rectangle.

# TRCA Recruiting – Quick Tips

## How to Apply to Internal Postings

Test Site (61.2) Careers

Job Search My Profile

### BCPV - Tradesperson, Black Creek Pioneer Village

Black Creek Pioneer Village, 1000 Murray Ross Parkway, North York, Ontario, Canada Req #34  
Date Posted: Thursday, November 4, 2021

**About TRCA:**

With more than 60 years of experience, Toronto and Region Conservation Authority (TRCA) is one of 36 Conservation Authorities in Ontario, created to safeguard and enhance the health and well-being of watershed communities through the protection and restoration of the natural environment and the ecological services the environment provides.

TRCA works to protect the integrity and health of the rivers and creeks in the jurisdiction, develop a system of green and natural spaces that sustains local ecosystems, and advance sustainable practices that improve people's lives within our growing region.

**How you will contribute as part of the TRCA team:**

Under the direction of the Supervisor, Maintenance and Construction, the Tradesperson 1 is responsible for maintaining the safety and integrity of Black Creek Pioneer Village's historic and modern infrastructure. With certification in a skilled trade and diverse work experience, s/he carries out preventative maintenance and repairs on the museum's HVAC, mechanical systems, electrical systems, plumbing and water filtration systems, and emergency systems. This person is a leader in risk management and emergency preparedness, completing regular equipment checks and working closely with contract professionals to oversee planned inspections, testing, and repairs. S/he person employs excellent analytical and critical-thinking skills to assess and respond to evolving infrastructure needs, and uses strong organizational skills to manage the maintenance inventory. Overall, the Tradesperson 1 brings to the team specialized knowledge, serving as a mentor to fellow staff and contributing to the planning and development of energy retrofits and other innovative infrastructure initiatives at the museum.

**Major Responsibilities:**

- Contributes to the safe operation of the museum's 30+ acre property, which includes greenspace, trails, 40+ historic buildings, and modern infrastructure.
- Performs preventative maintenance and completes repairs on the facility's HVAC, mechanical systems, electrical systems, and plumbing and water filtration systems, which may include:
  - Monitoring and managing temperature and humidity levels in HVAC equipped spaces
  - Installing, testing and troubleshooting HVAC systems (e.g., humidifiers and furnaces)
  - Inspecting and repairing mechanical equipment (e.g., system pumps and cooling towers)
  - Inspecting and replacing HVAC filters
  - Testing and repairing lighting equipment
  - Inspecting and repairing plumbing equipment (e.g., faucets and base gaskets), and replacing water filters.
- Ensures best practices are followed in the removal and disposal of damaged or defunct systems, equipment and other materials.
- Safely operates fleet vehicles, small and large equipment, hand tools and power tools.
- Coordinates and leads site visits with contract professionals for specialized maintenance work and routine contract services.
- Receives and completes departmental work orders for requests that require expertise in a skilled trade.

• Provides

• Offers potential for career growth and advancement.

**Position Details:**  
Job Posting Closing Date: November 18, 2021  
Employment type: Full -Time/Permanent  
Hours of work: 35hrs/week  
Work Location: Black Creek Pioneer Village  
Division: Conservation Parks and Lands  
Business Unit: Conservation Parks

**To apply to this posting, click the "Apply" icon. Please submit your resume and cover letter quoting the stated job posting TRCA-247-21 prior to midnight on November 18, 2021.**

**All new hires are required to be fully vaccinated against Covid-19 as a precondition to being hired by TRCA. TRCA will comply with its obligations pursuant to the Ontario Human Rights Code and any other applicable legislation.**

**While Toronto and Region Conservation Authority (TRCA) thanks all applicants for their interest, only those under consideration will be contacted for interviews. Please be advised successful incumbent(s) may be required to undergo a vulnerable sector screening and/or driver's abstract check as a part of the final step in the hiring process.**

**TRCA is an equal opportunity employer. We embrace diversity and are committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and TRCA Policies, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to TRCA. We welcome applications from all qualified persons. Personal information you provide through the TRCA recruitment, selection and onboarding process is collected under the authority of the Conservation Authorities Act, R.S.O. 1990, c. C.27. Collection of this personal information is necessary for the proper administration of this recruitment process for employment and volunteer positions with TRCA. Personal information is protected from disclosure pursuant to the Municipal Freedom of Information and Protection of Privacy Act. Any questions regarding this collection activity should be directed to the Supervisor of Records, 101 Exchange Avenue, Vaughan, Ontario, L4K 5R6, (416) 661-6600 extension 5216.**

**Other details**



Pay Type	Salary	Employment Indicator	Permanent Full-Time	Min Hiring Rate	\$60,531.00	Max Hiring Rate	\$65,626.00
Travel Required	No	Required Education	Licensed Trade	Job Start Date	Thursday, December 2, 2021		

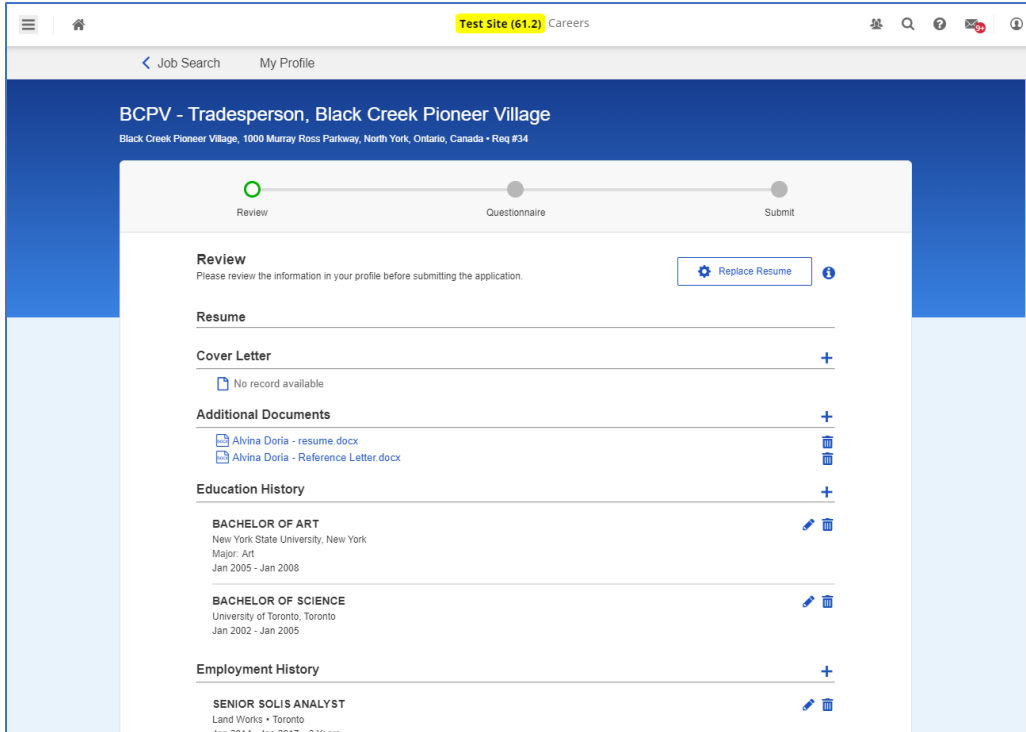
**Apply Now**

# TRCA Recruiting – Quick Tips

## How to Apply to Internal Postings

The **My Profile** screen will appear, now specific to the job application.

You can update and customize the content to suit your application more closely. If so, click the  button to add an entry. Click the  button to edit an existing entry.



Test Site (61.2) Careers

< Job Search My Profile

### BCPV - Tradesperson, Black Creek Pioneer Village

Black Creek Pioneer Village, 1000 Murray Ross Parkway, North York, Ontario, Canada • Req #34

Review Questionnaire Submit

**Review**  
Please review the information in your profile before submitting the application.

[Replace Resume](#)

**Resume**

**Cover Letter** +  
No record available

**Additional Documents** +  
Alvina Doria - resume.docx  
Alvina Doria - Reference Letter.docx

**Education History** +

**BACHELOR OF ART**  
New York State University, New York  
Major: Art  
Jan 2005 - Jan 2008


**BACHELOR OF SCIENCE**  
University of Toronto, Toronto  
Jan 2002 - Jan 2005

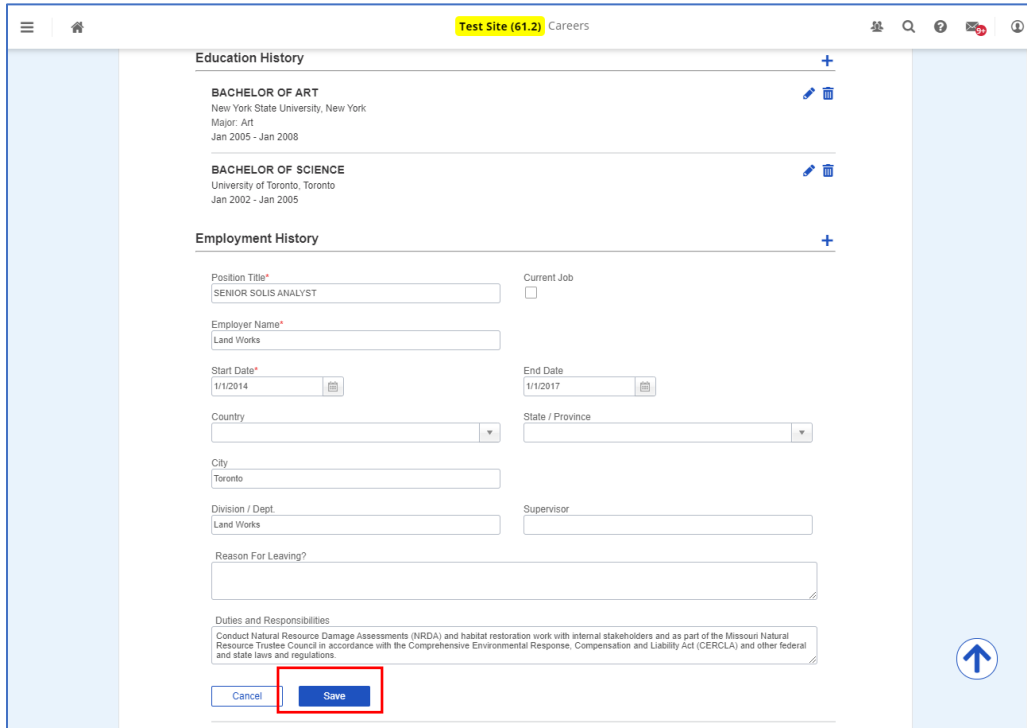
**Employment History** +

**SENIOR SOLIS ANALYST**  
Land Works • Toronto  
Jan 2014 - Jan 2015

# TRCA Recruiting – Quick Tips

## How to Apply to Internal Postings

Below, the  button was clicked to edit an entry in Employment History.



The screenshot displays the 'Employment History' form in the TRCA Recruiting system. The form is titled 'Employment History' and includes a '+' icon for adding new entries. Below the title, there are two sections: 'Education History' and 'Employment History'. The 'Education History' section lists two entries: 'BACHELOR OF ART' from New York State University, New York (Jan 2005 - Jan 2008) and 'BACHELOR OF SCIENCE' from the University of Toronto, Toronto (Jan 2002 - Jan 2005). The 'Employment History' section contains a form for entering job details. The form includes fields for Position Title (SENIOR SOLIS ANALYST), Employer Name (Land Works), Start Date (1/1/2014), End Date (1/1/2017), Country, State / Province, City (Toronto), Division / Dept. (Land Works), Supervisor, Reason For Leaving?, and Duties and Responsibilities. The 'Save' button is highlighted with a red box.

After you enter your changes, click **Save**.

Then click **Next** at the bottom of the screen.

# TRCA Recruiting – Quick Tips

## How to Apply to Internal Postings

Proceed to complete any questionnaires that are included in the posting.

Test Site (61.2) Careers

< Job Search My Profile

### BCPV - Tradesperson, Black Creek Pioneer Village

Black Creek Pioneer Village, 1000 Murray Ross Parkway, North York, Ontario, Canada • Req #34

Review Questionnaire Submit

#### Questionnaire - Additional Questions

1. Do you have the required certification / designation for this position? If you answer Yes, please identify what certification / designation you hold.\*

☐ Not applicable. No specific certification / designation required for this position.

☐ No

☒ Yes

Enter Additional Comments Here\*

Certification

2. How many years of experience do you have in the desired field of work outline in the job posting?\*

1-3

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Cancel Previous Next

Click **Next** at the bottom of the screen.

# TRCA Recruiting – Quick Tips

## How to Apply to Internal Postings

Before completing your application, you need to agree to the **Candidate Acknowledgement**.

The screenshot shows the application submission process for the position "BCPV - Tradesperson, Black Creek Pioneer Village". The progress bar indicates three steps: Review (completed), Questionnaire (completed), and Submit (current step). The "Submit Application" section instructs the user to review the Candidate Acknowledgement statement and confirm acceptance. The "Candidate Acknowledgement" section contains a certification statement and a checkbox labeled "I Agree to the Candidate Acknowledgement", which is checked. Below this is a paragraph of text regarding TRCA's equal opportunity policy. At the bottom, there are "Cancel", "Previous", and "Submit" buttons.

When complete, you will receive an on-screen confirmation.

The screenshot shows the on-screen confirmation page after the application has been submitted. It features a large blue checkmark icon and the text "Congratulations, your application has been submitted!". Below this, a red-bordered box contains the question "Would you like to update your profile with the information in your application?" and two buttons: "Yes" and "No".

As part of the confirmation, you can decide to update your Career Profile with any changes you made during the application. Click Yes or No.

# TRCA Recruiting – Quick Tips

## How to Apply to Internal Postings

Your My Profile in Careers will display the change you made.

Job Search **My Profile**

### My Profile

**Resume**

**Additional Documents**

- Alvina Doria - resume.docx
- Alvina Doria - Reference Letter.docx

**Employment History**

**SENIOR SOLIS ANALYST**  
Land Works • Toronto  
Jan 2014 - Jan 2017 • 3 Years  
Division / Dept.: Land Works

Additional duties recorded during job application process:  
Conduct field surveys and operate survey instruments and computer equipment to measure distance, angles, elevations and contours  
Prepare detailed drawings, charts and plans and survey notes and reports.  
Record measurements and other information obtained during field survey activities

Conduct Natural Resource Damage Assessments (NRDA) and habitat restoration work with internal stakeholders and as part of the Missouri Natural Resource Trustee Council in accordance with the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) and other federal and state laws and regulations.

**ASSISTANT DEVELOPER**  
Open Field Limited • Oshawa  
Jan 2001 - Jan 2014 • 13 Years  
Division / Dept.: Open Field Limited

Coordinate and oversee all aspects of NRDA and restoration, and assure professional, effective and efficient planning and conduct of project work.

**REAL ESTATE ANALYST**  
Open Field Limited • Bolton  
Jan 2008 - Jan 2011 • 3 Years  
Division / Dept.: Open Field Limited

Participate in field studies, technical meetings, public meetings, responsible party negotiations, site visits, sampling events and other field activities.  
Field activities encompass approximately 10% of the time for this position.

Your Career Profile also updates

**AD** Alvina Doria  
Field Technician, Grading and Construction Services

EMPLOYEE NUMBER: 003839  
LOCATION: Professional Services (RSC/R&I - PS) • Survey, Drafting and Landscape Desig...

Personal **Career** Forms Settings

Refresh Import from Resume Add Section

**S&DS - Survey Technician, Survey and Drafting Services**  
Years: 3.5  
Department: S&DS  
Key Projects

**Employment History**

**SENIOR SOLIS ANALYST**  
Land Works, Toronto  
1/1/2014 - 1/1/2017 • Years: 3  
Department: Land Works • Job Level: Senior (more than 5 years experience)

Duties and Responsibilities  
Additional duties recorded during job application process:  
Conduct field surveys and operate survey instruments and computer equipment to measure distance, angles, elevations and contours  
Prepare detailed drawings, charts and plans and survey notes and reports.  
Record measurements and other information obtained during field survey activities

Conduct Natural Resource Damage Assessments (NRDA) and habitat restoration work with internal stakeholders and as part of the Missouri Natural Resource Trustee Council in accordance with the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) and other federal and state laws and regulations.

[View less](#)

**REAL ESTATE ANALYST**  
Open Field Limited, Bolton  
Department: Open Field Limited • Job Level: Entry Level

# TRCA Recruiting – Quick Tips

## How to Apply to Internal Postings

### Confirmation Notification

You also receive a confirmation notification in your Message Centre.

You will also receive a related notification to your Outlook email.

