



KAWARTHA CONSERVATION

Conservation Areas Technician

Position Summary

Responsible for assisting with the development and implementation of improvement projects and daily operations of multiple conservation areas throughout the Kawartha Watershed. This position will involve field and administrative duties, equipment and fleet vehicle maintenance and management, as well as community outreach activities.

Department: Stewardship & Conservation Lands

Reports To: Director, Stewardship & Conservation Lands

Standard Hours of Work: 35

Key Responsibilities (Included but not limited to)

Technical

1. Work planning and implementation of ongoing conservation area operations and maintenance of grounds, facilities, picnic areas, campgrounds, trails with a focus on the improvement of client experience.
2. Providing team leadership for 1-3 seasonal staff during peak seasons.
3. Technical duties pertaining to trail management, and restoration projects.
4. Construction, maintenance, and improvement of conservation area infrastructure.
5. Liaising and managing multiple contractors for various projects and timelines.
6. Ongoing identification and resolution of workplace and recreational area safety concerns.
7. Various landscaping duties regarding the grounds around the administrative office at the Ken Reid Conservation Area.
8. Input to the Director, Stewardship and Conservation Lands on annual budget requirements and take responsibility for controlling assigned budgets.
9. Develop annual workplans to ensure deliverables are aligned with strategic guidance.
10. Routine maintenance of equipment, tools, buildings, and vehicles.
11. Development of strategic documents such as property management plans, trail management plans and others.
12. Input to the development of Health and Safety procedures, task hazard analysis, and other guidance documents, as required.
13. Exemplary client and customer service delivery.
14. Other assignments as requested.

Health & Safety

1. Work in compliance with the provisions of the OHSA and its regulations, as well as the Kawartha Conservation Health and Safety Policy.
2. Read, understand, and follow our Health and Safety Policy and Programs.
3. Participate in all Health and Safety related courses and training as assigned.



4. Minimize Health and Safety hazards and risks with work activities.
5. Follow safe operating procedures for all equipment.
6. Actively participate in the implementation of Health and Safety workplace initiatives and programs.

Scope of Accountability

Freedom to make independent technical decisions within the scope of his/her expertise and in keeping with provincial and Kawartha Conservation policies, guidelines, and procedures. Provides advice and recommendations to the Director, Stewardship & Conservation Lands on all other matters such as strategic initiatives, Kawartha Conservation programs, work plans, and technical issues beyond the scope of his/her expertise; identifies contentious issues to management.

Skills and Experience

- ❖ Graduation from a post-secondary program in areas such as Parks & Recreation, Horticulture, Natural Resource Management, Ecosystem Management or demonstrated experience with conservation area / parks related maintenance
- ❖ Experience and knowledge of conservation areas/parks related maintenance
- ❖ Knowledge and experience in use of equipment such as tractors, and mowers
- ❖ Carpentry, grounds maintenance, and small power equipment skills and experience
- ❖ Demonstrated understanding of safety procedures and knowledge of the safe use of equipment
- ❖ Valid M.T.O. driver's license
- ❖ First Aid and CPR required
- ❖ Fall Arrest Certification an asset
- ❖ Chain Saw Certification an asset
- ❖ Safety training an asset

Core Competencies

Teamwork

Works cooperatively and effectively with others to reach a common goal; participates actively in group activities fostering a team environment; develops teams that offer a diverse range of perspectives and experience in order to develop plans or actions that consider all factors; values and encourages teamwork through daily actions and by soliciting feedback from all levels of the organization; builds cooperation and communication between multiple teams, recognizing when different teams could work together for improved success.

Client Service

Provides superior service to both internal and external clients. Demonstrates tact and diplomacy; develops and implements practices and programs that will benefit Kawartha Conservation while improving client satisfaction.



Health and Safety

Maintains a safety conscious attitude and leads by example. Consistently follows Kawartha Conservation's Health & Safety policy; maintains a safe, hazard-free working environment; and shows initiative in suggesting improvements to the H&S policy/program.

Job Competence

Produces accurate, quality work. Is detail oriented with excellent time-management skills.

Communications

Keeps senior management, peers, and other staff informed; expresses ideas/concerns clearly; responds promptly and appropriately to verbal and written instructions; and demonstrates tact and diplomacy.

Job Knowledge

Technical and professional knowledge is current and applicable to the position. Is able to adapt and learn new skills.

Problem-Solving

Identifies and analyzes problems; develops appropriate solutions to problems and makes recommendations.

Promotes a Positive Work Environment

Promotes a positive and productive work environment and a healthy workplace; values, respects and recognizes efforts and results.

Working Conditions

- ❖ Interaction with the general public within the conservation areas
- ❖ Hours may vary due to site locations
- ❖ Work occasional weekend days to coordinate and oversee volunteer events
- ❖ Exposure to hazardous chemicals such as gas, oil, and paint
- ❖ Significant use of equipment such as tractors, mowers, and trimmers
- ❖ Significant use of small tools such as hammers, drills, and saws
- ❖ Outdoor work is required; this may include exposure to inclement weather, etc.
- ❖ May be required to traverse irregular terrain and/or work in wet areas
- ❖ May be required to work around water
- ❖ Additional hours may be required due to meetings and special events
- ❖ Travel using corporate vehicles may be required
- ❖ Travel to other conservation areas
- ❖ Mandatory adherence to safety policies and practices