

KAWARTHA CONSERVATION

Conservation Areas Assistant

The Position

This position is responsible for supporting the advancement of the Conservation Lands programs including property maintenance, trail management and development, planting and monitoring restoration projects, general property maintenance, invasive species control, infrastructure improvements, and contributing to the strategic goals and advancement of the department.

Our ideal candidate

Will have the freedom to make independent technical decisions within the scope of your expertise and in keeping with provincial and Kawartha Conservation policies, guidelines, and procedures. Provide information and recommendations to the Director, Stewardship and Conservation Lands on all other matters such as strategic initiatives, programs, work plans and budget matters, and technical issues beyond the scope of your expertise.

Key Responsibilities

Client Service

Possess a positive, professional, and credible reputation both internally and externally; utilize networks and working relationships to ensure quality, timely, responsive customer service and meet strategic objectives and goals of the organization. Build and maintain partnerships and relationships that are essential to the ongoing success and image of Kawartha Conservation.

- Establish strong relationships with park visitors, enhancing user experiences and creating opportunities for the public to deepen their relationship with nature and natural spaces.
- Maintain strong relationships and partnerships that develop and enhance service delivery.
- Adhere to guiding policies and procedures to support the implementation of programs and services.
- Implement special projects as they relate to the department to the benefit of our partner communities and municipalities.

Technical Expertise

Possess the knowledge and experience relevant to the responsibilities of the position; identify knowledge gaps and seek out professional development; engage in continuing education and professional networks that elevate your expertise; utilize your expertise in the key functions of your position; transfer knowledge to contribute to the success of others; enhance and advance your professional career. Apply your expertise in the following responsibilities:

- Assist with daily property maintenance of five conservation areas. This includes mowing, trail trimming, landscaping, maintaining facility and property cleanliness.
- Support habitat restoration projects on Conservation Lands. This will include planting species at risk, managing invasive species, weekly tending activities and the monitoring and reporting aspects of restoration projects.
- Assist with the repair and maintenance of infrastructure. This will include repairing boardwalks, washrooms, and installing signage amongst other projects.

- Implement a suite of trail maintenance activities. This will include aspects of trail decommissioning, trail creation, and ongoing trail maintenance.

Teamwork

Promote Kawartha Conservation both internally and externally; model exceptional behaviour; align program goals to Kawartha Conservation's vision, mission, and focus; communicate successes internally and externally. Achieve common goals through teamwork; by collaborating, listening, and sharing information and finding common solutions.

- Demonstrate teamwork by identifying opportunities to assist team members with a variety of tasks.
- Provide input on project design, development, and implementation.
- Identify opportunities for efficiency and improved process.

Risk Management and Administration

Adhere to and ensure that activities are compliant with Occupation Health and Safety (OHSA) and other pertinent laws, regulations, administrative standards and required practices; to eliminate or reduce risks to overall organization. Communicate potential risk situations including determining root causes and suggesting recommended changes.

- Participate in all health and Safety related courses and training as assigned.
- Minimize Health and Safety hazards and risks with work activities. Report safety hazards to the Director, Stewardship and Conservation Lands.
- Follow safe operating procedures for all equipment and tools.
- Actively participate in the implementation of Health and Safety workplace initiatives and programs.

Skills and Expertise

- Enrollment in a post-secondary institution in environmental sciences or similar programs
- Experience and knowledge of conservation areas/parks/trail maintenance and design
- Knowledge of native flora and fauna
- Demonstrated understanding of restoration techniques for SAR including grassland birds, wetlands, and Butternut trees.
- Mechanical aptitude an asset.
- Knowledge and experience in the use of equipment such as tractors, mowers, and other power equipment.
- Carpentry, grounds maintenance, and small power equipment skills and experience and asset.
- Demonstrated understanding of safety procedures and knowledge of the safe use of equipment.
- Demonstrated Client services and teamwork skills.
- Valid Chainsaw Certification an asset.
- Valid Class G driver's license within the Province of Ontario and held in good standing.
- First aid certification an asset.

Working Conditions

- Outdoor work, occasionally in inclement weather conditions, in a variety of urban and rural landscape situations
- Office and administrative work
- Interaction with the public within the conservation areas

- Hours may vary due to site locations
- Exposure to hazardous chemicals such as gas, oil, and paint
- Significant use of equipment and small tools
- May be required to traverse irregular terrain and/or work in wet areas
- Travel required throughout the watershed
- Working with the public, all ages
- Lifting of equipment, digging, and planting
- Mandatory adherence to safety policies & practices
- High level of concentration required

What we can offer

As part of a collaborative and innovative team you will have the opportunity to make a positive impact in our communities and be a part of our vision of engaged communities that love, respect and appreciate our natural environment. You will be part of an inclusive organization that:

- Makes a positive impact in the communities we serve within our watershed.
- Offers a competitive compensation package.
- Offers a defined benefit program (OMERS).
- Provides an Employee Assistance Program and Group Benefits.
- Provides flexible working arrangements.
- Offers potential for career growth and pursuing professional development.
- Has an office in the midst of our beautiful Ken Reid Conservation Area where you are surrounded by nature.

Our Core Values

Our values guide our actions, as they shape the kind of organization that we are part of. In all of our decision making, we will:

- Act with Integrity
- Value Knowledge
- Promote Teamwork
- Achieve Performance Excellence
- Foster Innovation