

# **KAWARTHA CONSERVATION**

## **Conservation Areas Technician (Contract)**

### **The position**

This position is responsible for assisting with the development and implementation of improvement projects and daily operations of multiple conservation areas including property maintenance, trail management and development, planning, planting, and monitoring restoration projects, infrastructure improvements, and contributing to the strategic goals and advancement of the department. This position will involve field and administrative duties, equipment and fleet vehicle maintenance and management, as well as community outreach activities.

### **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 contractors and service providers to ensure that Kawartha Conservation has a positive reputation in the community.
- Establish strong relationships with park visitors, enhancing user experiences and creating opportunities for the public to deepen their relationship with nature and natural spaces.
- Work with clients to ensure enabling services are provided in a professional and timely manner.
- Develop and 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:

- Development of workplans and project development to improve the facilities and programs provided at our Conservation Areas and align workplans with the organizational strategic plan.

- Implement and oversee daily property maintenance of five conservation areas. This will include grass cutting, trail trimming, landscaping, maintaining facility and property cleanliness.
- Liaising and managing multiple contractors and projects simultaneously.
- Oversee and implement 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.
- Identify and prioritize the repair and maintenance of infrastructure. This will include repairing boardwalks, washrooms, and installing signage among other projects.
- Oversee the operation and reporting on Conservation Lands visitor tracking including parking app, pay and display, trail use counters, and cameras.
- Enforce conservation area regulations through communication with the public and liaising with Provincial Offences Officers internally.

### *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.
- Provide team leadership for seasonal staff during peak seasons.

### *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.
- Ongoing identification and resolution of workplace and recreational area safety concerns.
- Liaise with local police services on any incidents or vandalism within our conservation areas.

## **Skills and Expertise**

- Graduate of a post-secondary institution in environmental sciences or similar programs.
- Experience and knowledge of conservation areas/parks/trail maintenance and design.
- 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.
- Knowledge of native flora and fauna.
- Demonstrated understanding of restoration techniques for SAR including grassland birds, wetlands, and Butternut trees.

- Mechanical aptitude an asset.
- Demonstrated understanding of safety procedures and knowledge of the safe use of equipment.
- Demonstrated Client services and teamwork skills.
- Valid M.T.O. driver's license, clean driving record.
- Valid Chainsaw Certification an asset.
- First aid certification an asset.

## Working Conditions

- Office and Outdoor work, occasionally in inclement weather conditions, in a variety of urban and rural landscape situations.
- Interaction and working with the public, staff and stakeholders.
- Hours may vary due to site locations.
- Must be willing to work occasional weekends, extra hours, and holidays to make presentations and attend partner organization meetings, special events. 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.
- Occasional lifting of equipment, digging and planting.
- Mandatory adherence to safety policies and 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 amid 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 our decision making, we will:

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