

# **KAWARTHA CONSERVATION**

## **Stewardship Technician**

### **Position Summary**

This position is responsible for organizing and delivering landowner stewardship services that promote environmental action to enhance water quality and ecosystem health across the Kawartha Conservation watershed. This role requires a strong focus on customer service, effective project management and administration, and hands-on fieldwork. The successful candidate will work collaboratively with internal departments, municipal partners, community organizations, and volunteers to support program delivery and outreach. The position also includes responsibilities for developing new stewardship initiatives, preparing grant applications, and managing multiple concurrent projects with attention to timelines and outcomes.

### **Scope of Accountability**

Make independent technical decisions within your area of expertise and program area while aligning with Kawartha Conservation policies, guidelines, and procedures. Provide information and recommendations to the Coordinator, Stewardship on strategic initiatives, programs, work plans and budget matters, and any technical issues beyond the scope of your expertise.

### **Key Responsibilities**

#### *Client Services*

Deliver high-quality, responsive customer service by fostering strong relationships with landowners, contractors, municipal partners, and the broader community to advance Kawartha Conservation's strategic goals and reputation.

- Build and maintain positive relationships with landowners to encourage stewardship actions that improve water quality.
- Establish strong working relationships with contractors and service providers to support effective service delivery.
- Develop and sustain partnerships that enhance program outcomes and the organization's community presence.
- Apply and uphold organizational policies and procedures in the implementation of stewardship programs.
- Support the delivery of departmental special projects that benefit partner municipalities and communities.
- Collaborate with municipal staff to identify and implement community improvement projects aligned with shared objectives.

#### *Technical Expertise*

Apply environmental knowledge and project management skills to design, deliver, and evaluate effective stewardship programs and services.

- Administer landowner cost-share programs, including committee coordination and fund allocation.
- Lead projects supporting Lake and Watershed Management Plan implementation, including Urban LID, Agricultural, Rural (Septic and Well), and Waterfront programs.

- Contribute to the development of annual workplans and ensure alignment with strategic objectives.
- Support budgeting processes and manage project-specific budgets responsibly.
- Prepare grant applications to secure funding for current and future stewardship initiatives.
- Recommend and implement service improvements to enhance program innovation and effectiveness.
- Assist in the development of programs aligned with strategic and implementation plans.

### *Teamwork*

Model collaboration and a commitment to shared success. Contribute to a positive, supportive team environment and organizational culture.

- Collaborate with team members to share knowledge, support workloads, and enhance program delivery.
- Contribute to the planning and implementation of projects through input and idea sharing.
- Identify opportunities for process improvements and operational efficiencies.
- Provide guidance to seasonal staff during peak periods.

### *Risk Management and Administration*

Ensure safe, compliant, and efficient work practices while minimizing organizational risk and supporting a strong health and safety culture.

- Participate in required health and safety training and promote safe work practices.
- Identify and report hazards and actively contribute to resolution and prevention.
- Adhere to safe equipment and tool operation procedures.
- Support the implementation of workplace health and safety initiatives and policies.

## Skills and Expertise

- Graduate from a post-secondary institution in environmental sciences or similar programs.
- Strong knowledge of environmental stewardship, conservation practices, and watershed management principles.
- Excellent interpersonal and communication skills, with the ability to engage effectively with landowners, community groups, and partners.
- Proven ability to plan, implement, and manage projects from concept to completion.
- Skilled in report writing, grant applications, and record-keeping.
- Familiarity with native vegetation, site requirements, and species identification.
- Valid M.T.O. driver's license with clean driving record.

## Working Conditions

- Frequent outdoor work in diverse urban and rural settings, including during inclement weather and working around livestock.
- Office-based administrative tasks and reporting duties.
- Regular interaction with landowners, community members, and partner organizations.
- Variable work hours depending on site locations and project needs.
- Occasional evening and weekend work required to support events and outreach activities.
- Occasional physical activity including lifting, digging, and planting.

- Strict adherence to health and safety protocols is mandatory.
- Requires sustained focus and attention to detail in both field and office environments.

## Our Core Values

**Teamwork** – Collaborate to achieve shared goals through open communication and mutual respect.

**Client Service** – Deliver high-quality service through responsiveness, professionalism, and continuous improvement.

**Health and Safety** – Prioritize a safe work environment by modeling best practices and complying with all policies.

**Integrity and Competence** – Produce accurate, high-quality work with a commitment to ongoing learning and accountability.

**Communication** – Share relevant information clearly and effectively to support organizational transparency and collaboration.

**Problem Solving** – Apply analytical thinking to develop effective, practical solutions.

**Positive Work Environment** – Cultivate a respectful, inclusive, and rewarding workplace culture.