

## Saugeen Valley Conservation Authority

2023 Resources Information Technician

One position, six-month contract, with opportunity for extension

### Why work for us?

Saugeen Valley Conservation Authority's (SVCA) Administrative Office is situated in the heart of the Saugeen watershed. With our small, but passionate team, you will know your co-workers by name and will have direct access to the considerable knowledge of these individuals.

Saugeen Valley Conservation Authority's Environmental Planning and Regulations Department is responsible for ensuring that proposed development and site alterations are carried out in conformance with the Authority's policies and procedures. The Regulations team is responsible for the implementation and enforcement of Section 28 of the *Conservation Authorities Act* for the Saugeen Valley Conservation Authority (Ontario Regulation 169/06 - the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation). The environmental planning team is primarily responsible for the review of Planning Act applications, relative to SVCA's mandate and role, while also responding to requests from the public.

### Summary of Functions

Saugeen Conservation invites applications for a full-time contract (6 months, with opportunity for extension) position of Resources Information Technician. The position is responsible for providing planning and regulations information to the public and maintaining the files and database for the Environmental Planning and Regulations program. The individual will work closely with Authority planning and regulations staff.

### Qualifications

The ideal candidate will have the following competencies:

- Graduation from a recognized college or university in planning, geography, environmental sciences, environmental remediation, resources technology, or other related discipline;
- Knowledge and experience with the *Conservation Authorities Act* and Section 28 Regulation would be considered an asset;
- Working knowledge of environmental legislation, permit approval processes, and some technical guidelines would be considered an asset (e.g., coastal and water-related engineering);
- Strong knowledge of current water and environmental management principles and practices including relevant federal and provincial legislation;

- Ability to work with GIS software products is considered an asset;
- Strong organizational skills;
- Communicate effectively both verbally and in writing in English with diverse stakeholder groups at a political and staff level;
- Work well in a team setting with other staff;
- Maintain good public relations with the public;
- Initiative and good interpersonal skills;
- Proficiency with standard office software including MS Word, Excel, PowerPoint, database software, and use of digital mapping software; and
- Must possess and maintain a valid Ontario "G" driver's license.

### Duties and Responsibilities

- Provide initial environmental and technical information in response to inquiries from the public
- Organize and maintain the department's records and files
- Coordinate new files for follow-up by department staff
- Operate and maintain the department's record database
- Search for and retrieve files for department staff
- Collect relevant background data for new inquires/ proposals and forward it to appropriate staff
- Assist with incorporating department data into the Authority's Geographic Information System
- Keep up-to date on applicable policies, procedures, and projects
- Assist department staff with their duties; including site inspections
- Other duties as assigned appropriate to the position

### Work Environment and Conditions

This position requires work in an office environment as well as out-of-doors. Some site inspections will include physical effort (e.g., navigating uneven terrain. Frequent multitasking to meet deadlines from multiple sources. High volume of inquiries to be addressed within the appropriate time frame while ensuring high quality customer care. Receipt of pressure from clients.

### Training

SVCA offers on-the-job training for the position and comprehensive WHIMIS and Health and Safety Training.

### Location

SVCA's Administrative Office, 1078 Bruce Road 12, Formosa, Ontario. Travel is normally within the Saugeen watershed, however meetings outside of the watershed may be required.

## Work Period

- Six months from contract start date, with opportunity for extension
- 37.5 hours per week

## Wages & Benefits

- Salary range: \$29.55/hour to \$35.01/hour
- 4% in lieu of vacation pay
- Opportunity for immediate enrolment in OMERS pension plan
- Enrolment in SVCA's Employee Assistance Program

## Start Date

Immediate

## Closing Date for Applications

November 10<sup>th</sup>, 2023

Please submit your cover letter and resumé outlining how your experience meets the necessary qualifications by email to:

Janice Hagan, Executive Assistant, Saugeen Valley Conservation Authority  
j.hagan@svca.on.ca

Email is the preferred submission method. Submit your cover letter and resume as one .pdf document. Document file name and email subject line should be your name followed by \_RIT2023 (e.g., Janice.Hagan\_RIT2023.pdf).

We thank all applicants for their interest, however only those selected for an interview will be contacted.

SVCA is an Equal Opportunity Employer. In accordance with *Accessibility for Ontarians with Disabilities Act, 2005* (AODA), SVCA will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability – related accommodations or more information about accommodation, please visit: [www.saugeenconservation.ca/access](http://www.saugeenconservation.ca/access) or email [accessibility@svca.on.ca](mailto:accessibility@svca.on.ca)

All personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).