

Saugeen Valley Conservation Authority

2024 Resources Information Technician
One contract position

Saugeen Valley Conservation Authority (SVCA) invites applications for one full-time contract Resources Information Technician position, reporting to SVCA's Administrative Office.

Summary of Functions

Saugeen Valley Conservation Authority's Environmental Planning and Regulations Department ensures developments align with our policies, overseeing the implementation of Section 28 of the *Conservation Authorities Act* and evaluating Planning Act applications. 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

- 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

- Respond to public inquiries with initial environmental and technical information
- 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 inquiries/ 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
- Site inspections may be necessary
- 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.

Training

SVCA offers comprehensive health and safety training including WHIMIS, First Aid, and Health and Safety Training.

Location

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

Work Period

- April 2024 to October 31st, 2024
- 37.5 hours per week

Wages & Benefits

- Salary range: \$30.50/h - \$36.13/hour
- 4% vacation pay
- Opportunity for immediate enrolment in OMERS pension plan
- Enrolment in SVCA's Employee Assistance Program

Closing Date for Applications

April 1st, 2024 – 11:59 p.m.

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 _RIT2024 (EG. Janice.Hagan_RIT2024.pdf).

Janice Hagan, Executive Assistant
Saugeen Valley Conservation Authority
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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

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