

Saugeen Valley Conservation Authority

Field Operations Assistant Six-Month Contract, one position

Saugeen Valley Conservation Authority (SVCA) invites applications for a six-month contract position as Field Operations Assistant.

Why work for us?

SVCA's Administrative Office is situated in the heart of the Saugeen Valley 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. This position offers the opportunity to work outdoors, learn practical skills, and directly support the conservation and management of our watershed.

Summary of Functions

The Field Operations Assistant will report to the Field Operations Coordinator and is responsible for assisting with construction, maintenance, repair, and development projects on SVCA lands and facilities. The role includes operating equipment, supporting conservation area upkeep, and assisting with forestry and restoration projects.

Qualifications

- Excellent communication and interpersonal skills
- Ability to work independently and with minimum supervision, and on a team
- Ability to perform manual labour outdoors in varying terrain and conditions
- Ability to keep detailed records
- Ability to supervise and direct any staff assigned in a responsible manner
- Experience with the operation and maintenance of equipment and fleet (e.g., backhoe, commercial lawn mower, snowmobile, ATV, farm tractor, cars, trucks, vans) and small tools
- Practical knowledge of general construction activities including carpentry, plumbing, concrete work, and shop experience
- Valid Ontario Driver's License
- Willingness to achieve Chainsaw Operator Certificate and Operation of Small Drinking Water Systems Certification
- Must be able to provide a negative vulnerable sector check

Duties and Responsibilities

- Assist the Field Operations Coordinator with daily responsibilities and fill in as required

- Perform maintenance activities on flood and erosion control structures and Authority properties (e.g., slope grass cutting, dam upkeep)
- Carry out general building and facilities maintenance
- Support forestry and restoration projects at the direction of the Manager of Forestry and Lands
- Assist with maintenance of drinking water systems at Sulphur Spring, Brucedale, and the Formosa Administration Centre in accordance with O. Reg. 170/03
- Participate in installation and removal of stoplogs and flash boards in Authority-owned dams
- Assist with field operations in preparing for and during flood events
- Complete snow removal, hazard tree removal, and snow surveys
- Maintain detailed records, logbooks, and documentation as required
- Follow all SVCA policies, procedures, and health and safety requirements

Work Environment and Conditions

Applicants must possess their own Green Patch CSA-approved safety boots, be able to work outdoors in all weather conditions, and be available for the duration of the season. Some heavy lifting and work in varied terrain is required.

Training

SVCA offers comprehensive training including WHMIS, First Aid, Health and Safety, and on-the-job instruction for equipment operation.

Location

- Sulphur Spring Conservation Area with work throughout the watershed.

Wages and Benefits

- 40 hours per week, full-time, 6-month temporary contract with possibility of term adjustment, based on the duration of leave
- Hourly wage range: \$29.79 to \$35.47 per hour
- Additional 4% in lieu of vacation pay
- Optional enrolment in OMERS pension plan

Start date

As soon as possible

Closing date for applications

Tuesday, September 16th, 2025, 11:59 p.m.

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

Human Resources, Saugeen Valley Conservation Authority

careers@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 _FIELD2025 (e.g., John.Smith_FIELD2025.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

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