



CATFISH CREEK CONSERVATION AUTHORITY
8079 Springwater Road, RR# 5, Aylmer, Ontario N5H 2R4
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POSITION TITLE: Conservation Areas Assistant

IMMEDIATE SUPERVISOR: Conservation Areas Supervisor

TYPE OF POSITION: Full Time/ Permanent

PURPOSE OF POSITION:

Reporting to the Conservation Areas Supervisor, provide the Conservation Areas Supervisor and other Departments Heads with support to programs and to implement all tasks related to the maintenance, operational and security procedures, monitoring, stewardship, outdoor education and special projects on Authority-owned lands.

DUTIES AND RESPONSIBILITIES:

- Provide support in the absence of the Conservation Areas Supervisor.
- Assist with conflict resolution and the enforcement of the Rules and Regulations on all Authority-owned lands.
- Assist in the hiring and supervision of Casual Seasonal Employees and volunteers.
- Maintain the grounds in the Springwater day-use and campground areas (e.g. turf management, spraying, trimming trees, etc.).
- Repair and maintain the water, sewage and electrical systems at the Springwater Conservation Area.
- Assist with the monitoring and regular testing of the drinking water systems at Springwater pursuant to Section 7 of O.Reg. 319/08 (Small Drinking Water Systems) made under the Health Protection and Promotion Act, R.S.O. 1990.
- Assist with watershed monitoring (quality and quantity) as required such as water data collection under the Provincial Groundwater Monitoring Network, Provincial Water Quality Monitoring Network, Ontario Benthos Biomonitoring Network, and other.
- Assist with stewardship projects (e.g. wetland restoration, tall grass prairie planting, and wetland construction) as required.
- Assist with the Authorities tree-planting program.
- Complete all scheduled maintenance on Authority vehicles and equipment.
- Assist in the day-to-day maintenance operations of the Administration Centre and Workshop and other Conservation Authority owned infrastructure and lands.
- Complete scheduled inventories and inspections of Authority-owned equipment and tools.
- Assist in the construction and installation of capital development projects on Authority-owned lands.
- Lead or assist in the delivery of the Authority's Environmental Education Programs (Maple Syrup, Marsh Quest, Carolinian Forest Festival, Envirothon, and curriculum-based programs).
- Provide added resource interpretive expertise to the Environmental Leadership Program.
- Assist staff with grant applications as required.

- Collect specific water quality and quantity data required to update Watershed Report Cards as required.
- Inventory and recommend upgrades of all signage on Authority Owned lands
- Assist with controlled burns at various tall grass prairie sites.
- Re-establish and maintain property boundary lines throughout Authority owned lands.
- Collaborate with internal and external clients to transfer watershed science information across groups during various projects.
- Assist/ support staff with undertaking site inspections to support development review applications and to ensure compliance with regulations in the watershed.
- If reinstated, assist with the dredging, ice monitoring, and channel soundings components of the Authority's Ice Management Program.
- Support the operation of the Authority's Flood Forecasting and Warning system.
- Participate in regional and municipal events to promote CCCA tree planting program.
- Other duties as assigned.

QUALIFICATIONS:

- Post-secondary education related to a natural resources or the environmental discipline (e.g. Biology, Water Management, Ecological Restoration) or related work experience.
- Ability to work independently and as part of a team.
- Ability to deal with the public in a knowledgeable, courteous, and effective manner.
- Knowledge and practical experience on operating and maintaining various equipment.
- Must be physically fit and like outdoor work.
- Must be flexible to work all required shifts including weekends and holidays.
- Excellent oral and written communication skills, including the production and review of technical documents.
- Demonstrated knowledge in ecology, climate change, environmental sciences, and resource management principles.
- Understanding of the Occupational Health and Safety Act.
- Experience with analysis of ecological datasets considered an asset.
- Familiarity with flora and fauna of the Catfish Creek watershed and southern Ontario.
- Minimum 3 years of experience related to major tasks including direct field experience.
- Valid "G" M.T.O. driver's licence.

COMPENSATION AND BENEFITS:

Full time, Grade 5 Job Classification (\$53,228.56 – \$63,557.68) based on a 37.5-hour work week. Comprehensive benefits including extended health coverage and defined contribution retirement plan.

Resumes, references and a separate covering letter should be submitted to the CCCA c/o Mr. Dusty Underhill, General Manager, via email, generalmanager@catfishcreek.ca by 4:00 p.m. Sunday September 10, 2023. We thank all applicants; however, only those selected for an interview will be contacted.