

Saugeen Valley Conservation Authority

2024 Regulations Coordinator
One full-time, permanent position

Why work for us?

Saugeen Valley Conservation Authority (SVCA) proudly serves fifteen municipalities across five counties: Bruce, Grey, Huron, Wellington, and Dufferin, ensuring comprehensive and collaborative environmental management and conservation efforts throughout these regions. The Administration Office of Saugeen Valley Conservation Authority is situated in the village of Formosa, Ontario, within the Municipality of South Bruce. We offer competitive public sector pay and the opportunity to make a difference in the communities we serve.

Summary of Functions

Saugeen Conservation invites applications for the full-time, permanent position of Regulations Coordinator. The position is responsible for providing planning and regulations information to the public. This includes the assisting in the coordination of staff, such as Regulations Officers, and the Resource Information Technicians. The role ensures effective delivery of environmental planning services, regulatory compliance, and resource management, while supporting sustainable development and conservation initiatives within the watershed.

Qualifications

The ideal candidate will have the following competencies:

- Degree or diploma in Planning, Resource Management, Geography, Environmental Science, or a related field.
- Minimum of three years' experience relevant to the role.
- Supervisory experience managing a team of 2 or more staff.
- Strong knowledge of relevant Acts, including Conservation Authorities, Provincial Offences, Trespass to Property, Planning, Drainage, Fisheries, Species at Risk, and Occupational Health and Safety.
- Understanding of natural hazard management and ability to interpret natural features and land uses from various maps and field data.
- Familiarity with environmental management practices, including pollution control, wetland hydrology, and coastal processes.
- Ability to perform field work in various terrains and weather conditions.
- Knowledge of legal procedures related to evidence collection and enforcement.
- Strong written, verbal, and time management skills.
- Provincial Offences Officer Accreditation or eligibility.

- Experience with GIS, Microsoft Office Suite, and word processing.
- Valid Ontario driver's license.

Duties and Responsibilities

- Participate in the oversight of the Prohibited Activities, Exemptions and Permits, O Reg 41/24 Regulation, including provision of the Conservation Authorities Act, including permit reviews and enforcement.
- Support the presentation of Environmental Planning and Regulations initiatives to Authority Members, Municipal Councils, committees, and working groups.
- Assist with the preparation of compliance and Property Clearance letters to municipalities.
- Conduct site inspections and surveys, analyze field data (soils, wetlands, slope stability, watercourses).
- Identify and delineate floodplains, erosion-prone areas, dynamic beaches, steep slopes, and wetlands.
- Review technical drawings, reports, and studies.
- Attend council meetings, site visits, consultations, legal proceedings, and public meetings as required.
- Prepare and present reports on Planning Act matters or SVCA Regulation hearings.
- Review Drainage Act applications.
- Assign and monitor staff workloads, reviewing and approving their work.
- Administer the Environmental Planning and Regulation Policies Manual.
- Conduct performance evaluations and ensure staff compliance with SVCA Health & Safety Policies.
- Perform other duties as needed within the scope of the role.

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.

Wages & Benefits

- 37.5 hours per week, full-time, permanent
- Salary range: \$79,344 to \$94,465

- Comprehensive benefit package
- OMERS pension
- Enrolment in SVCA's Employee Assistance Program

Start Date

January, 2025

Closing Date for Applications

Friday, December 13th, 2024, by 4:00pm

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 _REGCOR2024 (e.g., John.Smith_REGCOR2024.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 or email accessibility@svca.on.ca

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