



Manager, Conservation Lands **(Permanent position)**

GENERAL DESCRIPTION:

The Manager, Conservation Lands, is a member of the Lower Trent Conservation (LTC) management team and is responsible for the Conservation Lands Program and for managing LTC's properties, buildings, structures, and the vehicle fleet. The Manager also has a lead role in the LTC Health & Safety program.

KEY DUTIES:

1. Provide high-quality service to meet LTC, municipal, partner, and public expectations.
2. Participate as a member of the LTC management team and ensure cooperation and teamwork of Conservation Lands staff within the program and with all LTC staff.
3. Manage, supervise, and assist with operation and maintenance of the Conservation Lands, including buildings and structures, and ensure security of LTC Workshop and Goodrich-Loomis Conservation Centre.
4. Coordinate the development of long-term strategies for the Conservation Lands Program (e.g., Master Plans, Management Plans, Forest Management Plans, and other Conservation Lands background and planning documents) and assist with evaluation of land acquisition and disposal.
5. Acting in a lead role for the Health and Safety Program,
 - a) Represent management on the Joint Health & Safety Committee (JHSC)
 - b) Identify areas for improvement
 - c) Responsible for completion of action items identified by the JHSC and approved by the CAO
 - d) Maintain Health and Safety files and records
 - e) Assist with Health and Safety training needs
 - f) Ensure Health and Safety policies and procedures are kept current
6. Assist with preparation of the annual business plan by preparing work plans and budget estimates for areas of responsibility.
7. Be responsible for regular inspections, maintenance, and record keeping related to all:
 - a) LTC owned/leased vehicles
 - b) Buildings
 - c) Lands and Parking Lots
 - d) Utilities and Water Systems
 - e) Conservation Lands Program equipment.

8. Be responsible for the purchase of and preparing cost estimates for materials, equipment, services and contractors necessary for the operation and maintenance of the Conservation Lands Program and LTC buildings and vehicles, obtaining proof of insurance, and monitoring expenses to ensure that they are within budget limits.
9. Be responsible for property preparations and client liaison for any special functions on Conservation Lands, including internal LTC hosted events and for scheduling and booking functions at the Goodrich-Loomis Conservation Centre and on other LTC properties.
10. Negotiate and establish agreements and leases for short-term and long-term use of Conservation Lands and facilities.
11. Be responsible for the collection of moneys generated from the donation boxes on Conservation Lands.
12. In consultation with Watershed Science and Services staff, develop and implement plans and projects to maintain and restore the ecological health of the Conservation Lands.
13. Identify needs and participate in the development of promotional information, signage, and marketing plans for the Conservation Lands.
14. Coordinate volunteer assignments on Conservation Lands projects.
15. Monitor Conservation Lands to ensure that facilities, trails, roads, etc. are properly maintained and in safe working order, liaise with neighbouring landowners, and respond to concerns and inquiries, as required.
16. Provide enforcement of LTC's regulations made under the authority of Section 29 of the Conservation Authorities Act.
17. Respond to and report on vandalism incidents.
18. Assist with delivery of watershed services, as required, including, but not limited to:
 - a) Inspections, maintenance, and operation of flood and erosion control structures
 - b) Maintenance of monitoring equipment
 - c) Maintaining snow surveys transects and assisting with snow surveys
 - d) Tree seedling program implementation
 - e) Participation in education and outreach activities.
19. Prepare reports for LTC Board of Directors, and attend meetings and make presentations, as required.

20. Liaise with others, as required, to enhance the Conservation Lands Program and explore partnership opportunities.
21. Represent LTC on external committees and attend workshops, as requested/approved by the CAO.
22. Assist with hiring, and be responsible for supervising and evaluating performance, of Conservation Lands Program staff.
23. Adhere with all LTC policies and procedures and ensure that Conservation Lands Program staff, contractors, other agencies, or volunteers undertaking work on LTC lands, adhere with LTC policies.
24. Undertake other related duties as required, and as assigned, by the CAO.

QUALIFICATIONS:

- Post-secondary education in natural resource management, parks and recreation, forestry, or a related discipline required.
- Minimum of 5 years work experience in a related field with a minimum of 3 years in a supervisory role.
- Demonstrated experience in facilities management and vehicle maintenance required.
- Working knowledge of the Occupational Health and Safety Act required.
- Background in ecology and naturalization projects an asset.
- Demonstrated ability to prepare correspondence, technical reports, board reports, budgets and other documents required.
- Must be a strong team player with excellent communication and interpersonal skills.
- Ability to work with a variety of partners and respond to public concerns required.
- Ability to work outdoors in adverse conditions required.
- Abilities in the skilled trades (carpentry, plumbing, electrical, welding, etc.) an asset.
- Provincial Offences Officer designation; or be willing to obtain.
- Chainsaw certification, or be willing to obtain.
- Joint Health and Safety Committee Certification (Parts 1 and 2), or willing to obtain.
- Valid driver's license for the Province of Ontario in good standing required.

CONDITIONS OF EMPLOYMENT:

Permanent position ■ full-time (40 hours/week) ■ \$71,472 - \$84,084 annually

HOW TO APPLY:

Mail or email your cover letter (please specify where you learned of the job opportunity) clearly marked "Manager, Conservation Lands", along with your resume by Monday, January 22, 2018 at 4pm to:

Glenda Rodgers, Chief Administrative Officer
Lower Trent Conservation, 714 Murray Street, RR 1, Trenton, Ontario K8V 5P4
Email: information@ltc.on.ca

- Lower Trent Conservation is an equal opportunity employer in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the Ontario Human Rights Code.
- Lower Trent Conservation will provide accommodations throughout the recruitment, selection, and/or assessment process to applicants with disabilities.
- Personal information provided is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*.

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