



NOTTAWASAGA VALLEY CONSERVATION AUTHORITY

JOB DESCRIPTION

POSITION: LANDS & OPERATIONS TECHNICIAN

POSITION PURPOSE:

Responsible for assisting with the implementation and ongoing maintenance of all NVCA facilities and lands and the NVCA's water treatment system.

POSITION REPORTS TO: Manager LI, Lands, Operations & Forestry

Date: January 2012

JOB GRADE 4

Prepared by: Director Corporate Services

Approved by: Director Land Operations & Stewardship Serv.
Mgr. LI, Lands, Ops & Forestry

Position Mandate for: LANDS & OPERATIONS TECHNICIAN

RESPONSIBILITIES

Leadership

- Monitors the performance of works being done by self and others to ensure safety and the use of protective devices, in accordance with NVCA policy and the Occupational Health and Safety Act.

Technical

- On-going monitoring of intensive and non-intensively used Conservation Areas to ensure a safe area to concur with operating procedures and standards
- Provides assistance with grounds maintenance including grass cutting, tree pruning, garbage pick up, cleaning and repairing all structures and recreational equipment in accordance with operating procedures and standards
- Provides assistance with the reforestation program including tree planting, audits, and pesticide application.
- Assists with inventory control of maintenance supplies within Conservation Areas and Authority buildings.
- Assists with routine maintenance, and performs light repairs of NVCA mechanical and non-mechanical equipment.
- Assists with budget estimates for materials and outsourced services.
- Enforces Section 29 of the *Conservation Authorities Act* as a certified Provincial Offences Officer.
- Identification of problem and/or potential problem areas within Authority properties experiencing vandalism and/or violations of Authority standards and regulations
- Monitors Authority fee stations and ensures timely transfer of fees to the Finance Department
- Monitors the maintenance and repair of NVCA Water Treatment System and collects and submits water samples for analysis at a designated facility.
- Responsible for the daily lock-up and security of the Tiffin Centre for Conservation.

Communications/Representation

- Assists with the preparation of support proposals for capital grants and land acquisitions as required
- Assists with the preparation and completion of management plans for Authority lands and forestry as required.
- Representation of the Authority with member municipalities, community groups/associations, the general public, special interest groups, developers, commercial interests, and the written and electronic media, as required.
- Participation in Committees as required.

Knowledge/Skills Requirements for Lands & Operations Technician	COMPETENCY REQUIRED		
	Basic	Inter	Adv
1.0 TECHNICAL KNOWLEDGE AND SKILLS			
1.1 Education: Post secondary 2 yr. diploma in facilities management; ground maintenance, parks and recreation or related field			
Certification/License(s): Certified Provincial Offences Officer, or ability to obtain			
Small Water Works Certification, or ability to obtain			
Forestry Exterminator Class Pesticide license, or ability to obtain			
Experience: 2 years directly related			
1.2 TECHNICAL KNOWLEDGE IN SPECIFIC DISCIPLINES/AREAS INCLUDING:			
- Maintenance specifications and standards for Authority lands and buildings			
- Technical knowledge of operation and maintenance requirements of NVCA owned lands machinery and facilities.			
- Knowledge of principles and techniques of forestry planting.			
- Techniques of carpentry, plumbing and electrical trades.			
- Principles of property and security techniques (dealing with vandalism, violations of regulations and unruly behavior)			
- Maintenance specifications and standards for grass cutting, tree pruning, garbage pickup, cleaning.			
- Maintenance specifications and standards of the Authority's Water Treatment System.			
- Principles and techniques of preventative maintenance and repair of Authority structures and recreational equipment.			
- Techniques of inventory management			
- Content details, operating procedures, work methods and standards for the various sections of the Land Management & Stewardship Services Department			
- Content details, Section 29, <i>Conservation Authorities Act</i> , related federal and provincial regulations/legislations.			
- Content details Occupational Health & Safety & the NVCA's H&S Policy			
1.3 Knowledge of source of information for each of the above disciplines; ability to research information from appropriate sources.			
1.4 Ability to develop and maintain technical/professional contacts with counterparts in Conservation Authorities and the municipal field as well as provincial and federal government representatives, community groups/associations, special interest groups, public/private sector sponsors and the written and electronic media			
2.0 KNOWLEDGE OF CONSERVATION AUTHORITY OPERATIONS AND ADMINISTRATION			
Familiarization with the general program functions, activities and key contacts for each of the Departments/Functions in the Conservation Authority:			
- Office of the CAO/Secretary-Treasurer			
- Engineering & Technical Services			
- Planning			
Corporate Services			
- Communications			
- Finance			
- Administration/Human Resources			

Level of competency required

Incumbent Competency Assessment – refer to position Functional & Core Skills assessment

Knowledge/Skills Requirements for Lands & Operations Technician		COMPETENCY REQUIRED		
		Basic	Inter	Adv.
3.0 PUBLIC AND CUSTOMER CONTACT SKILLS				
3.1	General knowledge of the services offered/provided to customers/clients and stakeholders by the various Depts. in the Authority			
3.2	Familiarization, "key players" (e.g., representatives of community associations, special interest groups, etc.)			
3.3	Customer contact skills (e.g., telephone answering, public and private sponsors, "customer-centered" problem-solving, etc.)			
3.4	Full appreciation of how the Conservation Authority works; i.e., key functions/sub-functions, work process/flow within and between Depts., BOD/authority staff interaction, important players and their roles, financial implications/sensitivities, public education and awareness efforts, etc.			
4.0 MANAGEMENT SKILLS				
4.1	Ability to evaluate specific work situations and to decide appropriate action based upon decision-making principles and sound judgment; i.e., distinguishing between facts and perceptions, anticipating consequences, maintaining overall corporate perspective, etc.			
4.2	Task management skills (planning, organizing, controlling) as applied to own work, the work of subordinates and outsourced professionals/tech's			
4.3	People management skills (work direction and follow-up, coaching/counseling, performance appraisal, etc.)			
4.4	Coordinating skills; i.e., obtaining inputs/participation of other Depts. and counterparts in other municipalities while making effective use of their time and resources			
4.5	Project management capability, including knowledge of relevant techniques (e.g., Project Evaluation & Review Techniques, Critical Path Methodology, etc.)			
4.6	Working knowledge of strategic planning processes and techniques including goal setting, work planning, integrated budgeting, monitoring performance against Strategic Plan, etc.			
4.7	Leadership skills in motivating/directing the work of others (subordinates, co-workers, contractors/suppliers), e.g., leading by example and/or technical competence			
4.8	Working knowledge of effective training techniques and the ability to apply them in training/developing subordinates, co-workers			
4.9	Change mgmt. skills (e.g., understanding of the need for change, consideration of various change strategies/approaches, selection of the optimum change approach, anticipation of changes, effective response to changes, etc.)			
4.10	Motivated to learn or advance own expertise, demonstrating flexibility in continuous learning and identifying and acting on opportunities to increase the value of own role			

Level of competency required

Incumbent Competency Assessment – refer to position Functional & Core Skills assessment

Knowledge/Skills Requirements for Lands & Operations Technician		COMPETENCY REQUIRED		
		Basic	Inter	Adv
5.0	SUPPORT SKILLS			
5.1	Effective in written communications (concise, to the point, well-organized, etc.):			
	- Correspondence, letters, memos, short reports			
	- Medium-size to major reports, based on thorough staff work			
5.2	Effective in oral communications (concise, articulate, persuasive, etc.):			
	- one on one, Small group settings			
	- large group presentation settings			
5.3	Ability to grasp problem essentials quickly and to identify cause-effect relationships; ability to anticipate/identify problems and propose solution alternatives			
5.4	Interpersonal skills and the ability to apply them in contacts with subordinates, co-workers, suppliers/contractors, Board of Directors:			
	- Empathetic listening			
	- Realization of impact of own behaviors or others			
	- Objective rather than judgmental feedback			
5.5	Ability to represent the Authority effectively in contacts with government officials, community associations, special interest groups, developers, suppliers, contractors, general public, the media, etc.			
5.6	Negotiating skills (i.e., ability to evaluate trade-offs and reach agreements reflecting a win-win situation for the Authority and the parties concerned; and, if applicable, ability to clearly identify pertinent contract terms and conditions)			
5.7	Conflict management/resolution skills (i.e., ability to arbitrate/mediate differences of opinion among senior managers, staff, various stakeholders. etc)			
5.8	Ability to handle/cope with on-the-job stress (i.e., simultaneous handling of "hot files", ambiguities/"grey" areas, conflicting views among senior Authority Staff and/or Board Members, changing priorities, after-hours work, etc.)			
5.9	Ability to handle confidential information; familiarity with procedures to secure such information in the file/data system of the Conservation Authority			
5.10	Computer literacy (i.e., working knowledge of PCs, internet, other office automation including hardware, software and networking)			

Level of competency required

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LANDS & OPERATIONS TECHNICIAN

FACTORS IN THE WORK ENVIRONMENT

Degree of interaction definitions: High = >70% of the time; Medium = >50% of the time; Fair = <50% of the time

- The position overall has a FAIR degree of impact of errors; however a HIGH degree of impact of error in reference to the NVCA's water treatment system.
- The position reports to the Mgr. LI, Lands, Operations & Forestry. Has a HIGH amount of involvement with staff and the public.
- The position will normally not supervise staff
- Regular hours of employment are 8:30 a.m. to 4:30 p.m. Monday to Friday; however, work outside of these hours may be required from time to time.
- Position is based in the John L. Jose Environmental Building.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, talk and hear, and stand, walk and reach with hands and arms.
- The employee frequently is required to use hands to finger, or feel.
- The employee is occasionally required to climb or balance and stoop, kneel, crouch
- The employee must be able to occasionally lift and/or move up to 25 pounds. The employee is occasionally required to lift up to 50 pounds to 100 pounds.
- The employee will use light and heavy equipment/machinery
- Specific vision abilities required by this job include close vision & concentration, depth perception, and ability to adjust focus for most of the day.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job the employee is regularly exposed to moving mechanical parts and occasionally fumes.
- The employee is frequently exposed to outside weather conditions.
- The employee is occasionally exposed to high, precarious places.
- The noise level in the work environment is usually moderate; outside environment may be occasionally loud.
- Travel is normally required.