



## **NOTTAWASAGA VALLEY CONSERVATION AUTHORITY**

### **JOB DESCRIPTION**

**Position: Regulations Technician**

**Position Purpose:**

Responsible for the implementation of the environmental regulations under the *Conservation Authorities Act*, including processing permit applications and enquiries and the investigation of unauthorized works. Responsibilities may also include commenting on applications related to planning and development.

**Date of Last Revision:** July, 2021

**Position Reports To:** Director, Watershed Management Services

## **Position Mandate for: Regulations Technician**

### ***Management/Leadership***

- Monitors the performance of works being done by self and/or subordinates to ensure safety and the use of protective devices, in accordance with NVCA policy and the *Occupational Health and Safety Act*.
- Provision of technical advice and assistance to the Director, Watershed Services and department Staff.

### ***Technical***

- Provides technical review and response to permit applications under the *Conservation Authorities Act*.
- Identification of *Conservation Authorities Act* violations and enforcing regulations including issuing charges under the Act.
- Processing applications under the Planning Act, *Niagara Escarpment Planning & Development Act* and the *Environmental Assessment Act*.
- Provides technical review and processing of legal and general enquiries.
- Provides and monitors site inspections to evaluate the environmental constraints.
- Provides support to the Director, Watershed Services with works as directed.

### ***Communications/Representation***

- On-going development and maintenance of a contact network of counterparts in other Conservation Authorities and member municipalities; recommendations to the Director on service improvement.
- Representation of the Conservation Authority with member municipalities, community groups/associations, the general public, special interest groups, developers, commercial interests, and the written and electronic media.
- Liaison with planning regulatory officials/agencies at the federal, provincial, municipal levels.
- Participation in Committees as required; representation of the department at meetings when requested.

## Knowledge/Skills Requirements

<i>Knowledge and Skills</i>	<i>Basic Competency</i>	<i>Int. Competency</i>	<i>Adv. Competency</i>
<b>1.0 Technical Knowledge and Skills</b>			
1.1 Education: Post-Secondary education (diploma) in natural resource management, environmental sciences, geography or other related field	✓		
1.2 Certification/License(s): Certified Provincial Offences Officer, or ability to obtain	✓		
1.3. Experience: 2 years directly related	✓		
1.4 TECHNICAL KNOWLEDGE IN SPECIFIC DISCIPLINES/AREAS INCLUDING:			
- Content details and principles of the Conservation Authorities Act and other Statutes for the implementation of environmental regulations			✓
- Content details of processing of permit applications for both legal and general enquiries related to the requirement to obtain a permit, and unauthorized works			✓
- Content details and techniques of ecological and watershed management principles		✓	
- Specifications of permit applications for review under the <i>Conservation Authorities Act</i>			✓
- Content details, operating procedures, work methods and standards for the various sections of the Planning Department		✓	
- Content details related to federal and provincial regulations/legislations and applicable by-laws of member municipalities			✓
1.5 Knowledge of sources of information for each of the above disciplines; ability to research information from appropriate sources		✓	
<b>2.0 Knowledge of Conservation Authority Operations and Administration</b>			
2.1 Familiarization with the technical terms, functions, activities and key contacts for each of the Departments/Functions in the Conservation Authority:			
- Office of the CAO & Communications		✓	
- Land, Education & Stewardship Services	✓		
- Watershed Management (Planning, Monitoring and Engineering)			✓
- Corporate Services (Finance, Administration, Human Resources)		✓	
- Corporate Services (GIS/IT)		✓	

<b>Knowledge and Skills</b>	<b>Basic Competency</b>	<b>Int. Competency</b>	<b>Adv. Competency</b>
<b>3.0 Public and Customer Contact Skills</b>			
3.1 General knowledge of the services offered/provided to customers/clients and stakeholders by the various departments 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., Board/Authority Staff interaction, important players and their roles, financial implications/sensitivities, public education and awareness efforts, etc.)		✓	
<b>4.0 Management Skills</b>			
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/technicians			✓
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		✓	

<b>Knowledge and Skills</b>	<b>Basic Competency</b>	<b>Int. Competency</b>	<b>Adv. Competency</b>
4.8 Working knowledge of effective training techniques and the ability to apply them in training/developing subordinates, co-workers		✓	
4.9 Change management 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			✓
<b>5.0 Support Skills</b>			
5.1 Effective in written communications (concise, to the point, well organized, etc.):			
- correspondence, letters, memo, 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, and Full Authority:			
- Empathetic listening			✓
- Realization of impact of own behaviours 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.)			✓

<b><i>Knowledge and Skills</i></b>	<b><i>Basic Competency</i></b>	<b><i>Int. Competency</i></b>	<b><i>Adv. Competency</i></b>
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)		✓	

## 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 reports to the Director, Watershed Services.
- The position has a HIGH degree of interaction with the public.
- The position has a FAIR amount of interaction with staff and agencies.
- A HIGH degree of professionalism and discretion is required.
- 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 out of the John Hix Administration 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 for manual dexterity.
- The employee is occasionally required to climb or balance and stoop, kneel and crouch.
- The employee must be able to occasionally lift and/or move up to 25 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.

- The noise level in the work environment is usually light; however noise level while conducting site visits may be loud.
- While performing duties of the job, the employee will be exposed to outside weather conditions.
- While performing duties of the job, the employee may be exposed to precarious places and heavy machinery.
- While performing duties of the job, the employee may encounter disgruntled public behaviour.
- Travel is required to perform duties of the job.