



Nottawasaga Valley
Conservation Authority

Source Water Coordinator Job Description

Program	Watershed Management Services
Department	Watershed Science
Salary Grade	5
Reports To	Manager, Watershed Science

Job Summary

This position provides support and expertise to the watershed science program through the coordination of the risk management office and source water protection authority. It will assist in completing various technical reports, sourcing, and analyzing data.

Main Duties/Responsibilities

The table below details the key responsibilities of the job. These responsibilities represent the major areas of work performed.

	Main Duties/Responsibilities
1	Implementation of policies for the Source Protection Plans of the Nottawasaga Valley Source Protection Authority (NVSPA) consistent with the Clean Water Act (CWA).
2	Responsible for the delivery of all mandatory and essential tasks of the NVSPA, including s.34 amendments to Source Protection Plans.
3	Responsible for coordinating the statutory requirements of Part IV of the CWA in municipalities which have transferred said authority to the NVCA, including annual reporting, risk management plans and site inspections.
4	Provide technical review and response under Part IV of the CWA to land use proposals, municipal/county official plans and amendments, and NVCA permit applications.

Main Duties/Responsibilities

- 5 Assist or coordinate as needed with data management and data analysis using appropriate statistics for the watershed science program.
- 6 Assist or coordinate as needed with reports and presentations summarizing the results of the watershed science program.
- 7 Perform other related duties as assigned.

Management/Leadership Requirements

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 policies and the *Occupational Health and Safety Act*.

Day-to-day supervision of subordinates assigned to the position, specifically contract employees.

Provision of technical advice, assistance and training to authority staff related to the CWA and Source Water Protection.

Communication Requirements

Represent and liaise with general public, developers, commercial interests, partners, community groups and volunteers for meetings, organize site visits, etc.

Represent and liaise at various meetings with government agencies including federal & provincial ministries, source protection authority board and committee and their representatives, network of counterparts, municipalities, and conservation authorities.

Communication Requirements

Interacting effectively with staff, external organizations and the public while using diplomacy in confronting issues.

Participates in committees/task forces as assigned by Manager/Director.

Technical Skills

Content details of drinking water systems, groundwater science, water budgets and source water protection.

Content details and principles of CWA and other statutes for the role of Risk Management Official and Inspector, including s.59 planning inquiries and review of municipal/county official plans.

Content details, Conservation Authorities Act and CWA, related federal and provincial regulations/legislations and applicable by-laws of member municipalities.

Content details, available grants/subsidies from government organizations, agencies.

Minimum Required Qualifications

Education	Post-Secondary Education in Science with a specialization in Environmental Science, Ecology, Natural Resources or similar.
Experience	Three (3) years directly related.
Certifications or Designations	Valid G class Driver's License. Risk Management Official/Inspector Training.

Interpersonal Qualities

Customer contact skills (telephone answering, email responses, "customer-centered" problem solving, etc.).

Effective in written and oral communications.

Effective negotiating & conflict management/resolution skills.

Developed change management skills.

Ability to handle/cope with on-the-job stressors.

Ability to handle confidential information.

Computer literacy.

Supervision

The table below details the number of direct reports supervised by the job, and the total number of indirect reports reporting into the job.

of Reports

Direct: 0 (PFT)
Potential of contract/summer staff

Indirect: 0 (PFT)

Hours of Work and Location

- 35 hours per week
- Tiffin Centre, Hix Building
- Travel within the NVCA watershed as necessary

Factors in the Work Environment

- A MEDIUM degree of confidentiality and discretion is required.
- The position has a HIGH degree of impact of errors.
- The position has a LOW degree of interaction with Senior Staff and/or the Chair & Vice-Chair, and a MEDIUM degree of interaction with the public.

Physical Demands

- While performing the duties of this job, the employee is regularly required to sit, talk, hear, stand, walk, and reach with hands and arms.
- The employee occasionally is required to use hands for manual dexterity.
- The employee is occasionally required to climb or balance and stoop, kneel and crouch.
- A high level of concentration is required for the major portion of the day.

Work Environment

- The noise level in the work environment is usually light.
- Travel is normally not required.
- While performing duties of this job, the employee may encounter disgruntled public behaviour.

Important Note

The Nottawasaga Valley Conservation Authority reserves the right to change, amend or disuse this job description at any time. This document is intended to provide an overview of the required responsibilities and qualifications.