



**Nottawasaga Valley**  
Conservation Authority

## Manager, Stewardship & Restoration Services

### Job Description

<b>Program</b>	<b>Conservation Services</b>
<b>Department</b>	<b>Stewardship</b>
<b>Salary Grade</b>	<b>8</b>
<b>Reports To</b>	<b>Director, Conservation Services</b>

### Job Summary

Responsible for the administration of the NVCA's stewardship and restoration services including healthy waters program.

### Main Duties/Responsibilities

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

	<b>Main Duties/Responsibilities</b>
<b>1</b>	Identification and tracking of best practices and trends/advances in the ecosystem restoration field for possible application in the watershed; development of funding applications to support leading edge, innovative restoration projects across the watershed and to balance the program budget.
<b>2</b>	Creation for approval and adherence of operating procedures and standards for the department.
<b>3</b>	Development, construction and monitoring of large-scale ecosystem restoration projects and initiatives.
<b>4</b>	On-going monitoring of compliance of the program operations with all applicable federal, provincial, and municipal regulations, legislations, and by-laws.

## Management/Leadership Requirements

Day-to-day supervision of direct subordinates within the program including contract employees and contractors, and general management of the department while achieving objectives via a team approach.

Provision of inputs for the department to the strategic direction for the Conservation Authority through planning documents for the program.

Monitoring of the performance of the program against business plan/budget with initiation of corrective action where necessary.

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

## Communication Requirements

On-going development of partnerships with government and non-government organizations, agencies and associations to promote effective stewardship and restoration; identification of sponsors and marketing/promotion of the Authority stewardship programs with key stakeholders.

Maintaining a strong/effective liaison with funders, relevant committees, the Board of Directors, watershed municipalities, and stakeholders.

Development and maintenance of a contact network of counterparts in other Conservation Authorities and member municipalities.

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, when required.

Participation in Committees as required.

## Technical Skills

Content details Conservation Authority Business Plan, Strategic Plan, Integrated Watershed Management Plan, Climate Change Action Plan, and Fisheries Habitat Management Plan.

In-depth content detail of natural stream channel design, fisheries habitat management, forestry, grassland, wetland and construction practices.

Content details, operating procedures, practices and standards for the program pertaining to work in vicinity of a watercourse, river restoration, grassland, forest and wetland preservation and creation.

Content details, *Conservation Authorities Act, Federal Fisheries Act, Lakes and Rivers Improvement Act* and related federal and provincial regulations/legislations and applicable by-laws of member municipalities.

Techniques and cost analysis (i.e. cost analysis, "make or buy", "buy or lease") as applied to the program.

Knowledge of environmental best management practices pertaining to both rural and urban landowners.

Content details, public tender process for purchasing goods and contracting services.

Content details, available grants/subsidies from government and non-government organizations, foundations, agencies and associations to assist with project delivery.

Design of quality control programs as applied to the program.

Budget management skills.

## Minimum Required Qualifications

<b>Education</b>	Honours Degree in Biology, Environmental Science or related field,
<b>Experience</b>	Seven (7) years directly related with progressive management experience.

<b>Certifications or Designations</b>	Valid G class Driver's License.
<b>Interpersonal Qualities</b>	<p>Customer contact skills (telephone answering, email responses, "customer-centered" problem solving, etc.).</p> <p>Effective in written and oral communications.</p> <p>Effective negotiating &amp; conflict management/resolution skills.</p> <p>Developed change management skills.</p> <p>Ability to handle/cope with on-the-job stressors.</p> <p>Ability to handle confidential information.</p> <p>Computer literacy.</p>

## 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.

<b># of Reports</b>	<b>Direct: 3 (PFT)</b> <b>Potential of contract/summer staff</b>	<b>Indirect: 0 (PFT)</b>
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## 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 HIGH degree of confidentiality and discretion is required.
- The position has a HIGH degree of impact of errors.
- The position has a MEDIUM degree of interaction with Senior Staff and/or the Chair & Vice-Chair and a HIGH degree of interaction with the public.

## Physical Demands

- 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 occasionally 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 50 pounds.
- A high level of concentration is required for the major portion of the day.

## Work Environment

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

## 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.