

EMPLOYMENT OPPORTUNITY

Regulations Officer



POSITION SUMMARY

The Nickel District Conservation Authority (o/a Conservation Sudbury) is one of Ontario's 36 watershed-based stewardship agencies. Our main goal is to ensure healthy interaction between the watersheds, the natural environment and the local economy. Our area of jurisdiction includes the watersheds of the Wanapitei, Vermilion and Whitefish Rivers. We provide important conservation services, primarily within the City of Greater Sudbury, in a total watershed area of approximately 9,150 square kilometres.

The Regulations Officer will be responsible for delivering the regulatory program of the Authority, primarily in accordance with *Ontario Regulation 156/06*. This role includes project review and permitting, compliance monitoring, and enforcement activities in accordance with Section 28 of the *Conservation Authorities Act*.

DUTIES

Client Service

Provide effective, timely and professional client service in the undertaking and completion of all assigned tasks by:

- responding to referrals and processing permissions in keeping with established service-delivery standards
- providing information related to the authority's regulatory role to residents of the watersheds, developers, consultants, real estate agents, solicitors and other interested parties
- developing and maintain professional relationships with staff of the City of Greater Sudbury, municipal, provincial and federal agencies and the development and consulting community
- responding to public complaints and inquiries regarding salient regulatory matters with referral to other agencies as required
- as directed, provide written and/or verbal reports to the Authority General Board, the Regulation Review Committee, or from time to time, to other committees or groups including those of the City of Greater Sudbury.

Technical

- Work closely with other staff including one other Regulations Officer in the review and evaluation of applications for permits being considered *Ontario Regulation 156/06*, made under Section 28 of the *Conservation Authorities Act*.
- Meet established standards for permit applications, title clearances, general requests, etc.
- Conduct fee tracking when required
- Prepare documents and materials as required to ensure that the interests of Conservation Sudbury are appropriately represented at public meetings, committees, hearings, etc.
- Ensure timely and accurate inputs to internal tracking system
- Review and consult on policy documents, position statements or reports relative to the position and deliver on strategic directions pertaining to regulation activities

- Participate in communication and outreach activities that generate support within the watersheds for the conservation of natural resources
- Additional assignments pertinent to the position

Compliance

- Conduct compliance monitoring and enforcement activities, including coordinating activities with municipalities and agencies, and site investigations, issuing violation notices, preparing compliance agreements and coordinating prosecutions
- Maintain accurate compliance records and prepare summary reports as required
- Conduct inspections of permitted works in progress or completed to ensure compliance with plans, specifications and conditions identified in permits

ELIGIBILITY REQUIREMENTS

- Graduation from a post-secondary program in engineering, resource management, environmental or earth sciences, or related fields
- Minimum of three years of directly related work experience
- Ability to interpret earth processes, natural features and land uses from an extensive variety of maps, plans, satellite imagery, air photos and interpretation in the field; the use of scales and mathematical calculations is required
- Must be able to comprehend technical documents such as engineering reports, architectural drawings, survey plans, storm-water management reports, sub-watershed plans, geotechnical soils and hydro-geological reports, wetland evaluations
- Ability to relate technical documents to applicable laws, regulations, policies and objectives
- Demonstrate a working knowledge of applicable legislation, regulations, policy statements and some technical guidelines, e.g., storm water management guidelines
- Excellent soft skills including written and oral communication, listening, note-taking, site-sketching and photography, diplomacy, conflict resolution and problem solving
- Excellent command of the Microsoft Office suite; working knowledge of mapping software
- Ability to work safely outdoors for extended periods, in all seasons, in inclement weather, in areas of rough and uneven terrain, and on or near lakes, streams, wetlands, in remote or wilderness settings as well as active construction and development-project sites
- Valid driver's licence in good standing

ASSET QUALIFICATIONS

- Engineering Technician (C. Tech) or Technologist (C.E.T) in good standing with OACETT
- Bilingualism (English and French)
- GIS software skills (e.g. ArcGIS, Collector App, ArcReader)
- Erosion and Sediment Control certification (e.g. ESCP, ESCD1)
- Working knowledge of land survey techniques (geomatics)
- Provincial Offences Officer designation or compliance and case management experience

EMPLOYMENT TERMS

This is a contract position approximately one year in length starting in January 2022; the term may be extended by six months or less.

The primary work location is the Conservation Sudbury office, 401-199 Larch Street, Sudbury, Ontario. The standard work week is 35 hours, days, Monday to Friday. Regular field work in or near the City of Greater Sudbury is required. Travel, evening and weekend work may be required at certain times.

Staff of Conservation Sudbury must adhere to all policies of employment including the Health and Safety Policy and the COVID-19 Vaccination Policy that requires employees to provide proof of full vaccination throughout the contract term as defined by Public Health Sudbury and Districts.

COMPENSATION: \$37.66 – 39.76/hr plus vacation accruing at 6%. No other benefits are included.

TO APPLY: Applicants are invited to submit a resume and cover letter clearly demonstrating how the eligibility requirements have been met. Contact information for three professional references must be included. Proof of professional certifications and/or graduation from post-secondary institution(s) may be requested.

Applications must be submitted by e-mail only to: NDCA@ConservationSudbury.ca. *Regulations Officer* must be the leading words in the subject line of the email. There is no application deadline for this position. Applications will be received until a successful candidate is chosen. Candidates that meet the eligibility requirements will be contacted for an interview within two weeks of receiving their application.

All applicants will receive an e-mail reply confirming receipt. Conservation Sudbury is an inclusive workplace and welcomes applications from people with disabilities; accommodations are available upon request.