

## EMPLOYMENT OPPORTUNITY



## REGULATIONS AND PLANNING OFFICER

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 and Planning Officer will work with other officers to deliver the regulatory and planning programs of the Authority, primarily in accordance with Ontario Regulation 156/06. This role includes project review, including the review of municipal planning applications, project permitting, compliance monitoring, and enforcement activities in accordance with Sections 28 and 29 of the *Conservation Authorities Act*.

### 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 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, in inclement weather, on or near lakes, streams, wetlands, 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, 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

- Membership in Ontario Professional Planner Institute (RPP) and/or the Canadian Institute of Planners

## RESPONSIBILITIES

- Provide effective, timely and professional client service delivery in the undertaking and completion of all assigned tasks
- Provide technical review of development plans including site plans, grading plans, landscaping plans, erosion and sediment control plans, building plans, and as-built drawings.
- Provide technical guidance and respond to inquiries on hazard features, regulated areas, and the authority's regulatory role to residents, developers, consultants, real estate agents, solicitors, government agencies and other interested parties
- Review, evaluate, process, and prepare permits issued under authority of Ontario Regulation 156/06, made under Section 28 of the *Conservation Authorities Act*.
- Provide technical review and response related to municipal planning documents and applications
- Conduct compliance monitoring and enforcement activities, including coordinating activities with municipalities and agencies, conducting permit inspections and site investigations, issuing violation notices, preparing compliance agreements and coordinating prosecutions
- Issue Certificates of Offences per RRO 1990 Regulation 124 made under Section 29 of the *Conservation Authorities Act* or per the *Trespass to Property Act*
- Policy development
- Additional assignments pertinent to the position

## EMPLOYMENT TERMS

This is a full-time indeterminate position with a six-month probationary period.

The primary work location is the Conservation Sudbury office, 401-199 Larch Street, Sudbury, Ontario with COVID-19 work from home measures in place as recommended by Public Health. 35 hours per week, Monday to Friday. Regular field work in or near the City of Greater Sudbury is required. Limited 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% (~3 weeks) to start. This position includes a private defined contribution pension, group insurance and health and dental benefits.

**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](mailto:ndca@conservationsudbury.ca) 6 PM on Friday, February 11, 2022.

All applicants will receive an e-mail reply confirming receipt. We thank all applicants for their interest, however, only those selected for an interview will be contacted. No phone calls or faxes please.

Conservation Sudbury is an inclusive workplace and welcomes applications from people with disabilities; accommodations are available upon request.

**Contract Training/Development Opportunity:**

Please note that Conservation Sudbury is also seeking to fill a Training/Development Opportunity role in support of this position. This will be a term position (contract) for up to 1 year with possibility of short extension. Candidates who do not meet all of the eligibility requirements above may be considered. Please clearly indicate interest in the training/development opportunity within the submitted cover letter. Compensation will be commensurate to the successful applicant's experience.