



# LOWER TRENT CONSERVATION

714 Murray Street, R.R. 1, Trenton, Ontario K8V 0N1

■ Tel: 613-394-4829 ■ Fax: 613-394-5226 ■ Website: [www.ltc.on.ca](http://www.ltc.on.ca) ■ Email: [information@ltc.on.ca](mailto:information@ltc.on.ca)

Registered Charitable Organization No. 107646598RR0001

## Water Resources / Regulations Specialist

### Job Description

Permanent, Full-time Position

#### GENERAL DESCRIPTION:

The Water Resources / Regulations Specialist is responsible implementing the water resources program and delivering and enforcing the Section 28 regulations program.

#### KEY DUTIES:

1. Provide high-quality service to meet LTC, municipal, partner and public expectations.
2. Implementation of LTC's Flood Forecasting and Warning and Low Water Response Programs including equipment maintenance and data management.
3. Maintenance and operation of Flood and Erosion Control Structures.
4. Update and maintain water resources and development services information and databases.
5. Review technical reports and studies, and provide comments with respect to adherence to LTC policies and guidelines and accepted engineering and environmental principles.
6. Under the Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation:
  - a) review and process permit applications, as assigned;
  - b) prepare staff reports for the LTC Hearing Board; and
  - c) ensure that the records and filing system (both conventional and digital) for the regulations program are maintained.
7. Provide enforcement of Lower Trent Conservation's regulations made under the authority of Section 28 of the *Conservation Authorities Act*.
8. Represent Lower Trent Conservation at hearings, tribunals and *Provincial Offences Act* Court.
9. Prepare digital maps, using GIS software to support LTC review of planning and regulations decisions and in response to external requests.
10. Conduct field investigations relating to regulations and other watershed management programs.
11. Respond to real estate and public inquiries regarding development proposals.

12. Respond to information requests from consultants, other agencies and the public for planning and environmental information.
13. Prepare reports, attend meetings and make presentations for LTC Board of Directors and stakeholders.
14. Participate in watershed management and planning forums/committees and report on new developments to further the objectives of LTC's Strategic Plan and Business Plan.
15. Represent LTC on technical committees, external committees and workshops to enhance the LTC Watershed Science and Services Program.
16. Assist and participate in education and outreach activities as assigned.
17. Adhere with all LTC policies and procedures.
18. Undertake other related duties as assigned by the supervisor or CAO.

#### **QUALIFICATIONS:**

- Minimum completion of post-secondary education in a water resources field, including 3-year College diploma in engineering or Bachelor's degree in water resources, physical geography, engineering or related discipline.
- Possession of P.Eng., CET or LET designation preferred.
- Minimum 2 years' working experience in water resources and CA regulations.
- Current designation as a Provincial Offences Officer or eligible to obtain.
- Demonstrated ability to work as part of a team on projects and studies.
- Computer literacy using Microsoft Office (Word, Excel, Access).
- Working knowledge of hydraulics, hydrology, floodplain management, and data analysis including familiarity with hydrologic/hydraulic computer models, culvert analysis, floodplain mapping and fluvial, littoral and geomorphic processes.
- Knowledge of legislation, policies, procedures, and practices relevant to land use planning, *Conservation Authorities Act*, *Clean Water Act* and water management.
- Experience in analytical, interpretive and research skills required to assess situations, to conduct studies, to prepare and provide reports and recommendations.
- Demonstrated time management, analytical, and problem-solving skills.
- Excellent interpersonal skills to communicate effectively with the public orally and in writing, in a positive, courteous and respectful manner.
- Experience with GIS and database software.
- Ability to work outdoors in adverse conditions.
- Satisfactory police check and driver abstract.

- Valid Ontario “G” Driver’s Licence in good standing.

**CONDITIONS OF EMPLOYMENT:**

- 40 hours/week
- Annual Salary Range \$66,911 – \$77,569

**COME WORK WITH US!**

- *We offer competitive wages, a comprehensive employee benefits program and are members of the Ontario Municipal Employees Retirement System (OMERS) pension fund.*
- *Flexible work arrangement is available for most positions.*
- *You will work with staff that are creative, talented and solutions-focused.*
- *We value the professional development and wellness of our employees.*
- *You’ll have free access to most of the province's conservation areas.*

**HOW TO APPLY:**

Email your cover letter (please specify where you learned of the job opportunity) clearly marked “Water Resources / Regulations Specialist”, along with your resume by Friday, March 10, 2023 at 4pm to:

Email: [information@LTC.on.ca](mailto:information@LTC.on.ca)

Attention: Janet Noyes, Manager, Development Services and Water Resources

---

We thank all applicants for their interest; however, only candidates under consideration will be contacted.

Lower Trent Conservation is an equal opportunity employer in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the *Ontario Human Rights Code*. Lower Trent Conservation will provide accommodations throughout the recruitment, selection, and/or assessment process to applicants with disabilities.

Personal information provided is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*.