



## Crowe Valley Conservation Authority (CVCA)

The CVCA is one of 36 conservation authorities in Ontario responsible for furthering the "conservation, restoration, development and management of natural resources in the watershed" under the Conservation Authorities Act. One of the primary functions of the CVCA is to protect people and their property from natural hazards like flooding and erosion.

The CVCA is seeking an individual to fill the permanent full-time **Water Resources & Regulations Technician** position and is defined by the following primary roles and responsibilities:

### *Property Inquiry Form Applications*

- Responding to general inquiries made by contractors and members of the public regarding potential development in the CVCA's regulated area.
- Logging Property Inquiry Form (PIF) applications
- Guiding the consultation process for applicants.
- Reviewing PIFs for completeness and contacting individuals if required for additional information.
- Analysing applications using a variety of tools and methods to identify if the application meets CVCA policy.
- Contacting the individual and/or agent to request additional information or to advise the applicant how the application can be revised to meet policy.
- Provide additional guidance to contractors and members of the public regarding potential development and other environmental regulations they may need to contact.
- Using GIS tools for mapping regulated features such as wetlands to create property specific maps for PIFs.
- Compile and maintain digital and hard-copy records.
- Providing exceptional customer service to our applicants and our member municipalities.
- Participate and perform duties related to the Regulations and Planning program as assigned.

### *CVCA Ont. Regulation 41/24 Permit Applications*

- Conduct initial review to ensure the application is complete and determine if the development proposal is within a building envelope as per the CVCA's regulation and policies.
- Contact the applicant and/or agent to request additional information or to advise regarding how application can be revised to meet policy.

### *Water Management Assistance*

- Conduct stop log adjustments as directed by the Water Resource Technician or the General Manager as required.
  - Assist with flood forecasting by performing duty forecast as required.
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- Conduct snow surveys.
- Respond to general inquiries regarding lake levels and flows.
- Assist with gauge house and water monitoring system maintenance and updates.
- Provide a lead role in the utilization of the updated software component of the monitoring system to ensure a modern and effective communication tool for the CVCA to use during the year (and especially in flood events).
- Participate in the weekend Duty Forecast rotational system currently used by the CVCA.
- Participate in the weekly On Call rotational system currently used by the CVCA.
- Perform other duties as assigned.

*As the preferred candidate, you:*

- Have a diploma or degree in environmental studies.
- Have excellent computer and keyboarding skills and the ability to undertake detailed work accurately using Microsoft Word and Excel.
- Have excellent communication skills in English both verbally and in writing.
- May be able to communicate verbally in French, considered an asset.
- Have exceptional customer service skills, demonstrated organizational skills and a commitment to meeting regular deadlines.
- Must hold a valid Driver's License and have a satisfactory driving record.

*What we offer:*

- Full-time hours (40 hours per week).
- Salary range of \$52,000 to \$60,304 (2025 rates).
- Ontario Municipal Employees Retirement System (OMERS) pension plan.
- Group benefits after six (6) months of employment.
- Competitive Vacation and Related Benefits package.

If you are enthusiastic about conservation and believe you would be a good fit for this position, please send your resume and cover letter by email in a Word or PDF file (one file preferred) no later than **3:00 pm 11 April 2025** to: [info@crowevalley.com](mailto:info@crowevalley.com).

- Please write your name and the position title in the subject line of your email.
- All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.

The Crowe Valley Conservation Authority (CVCA) is an equal opportunity employer. We are committed to providing an accessible and inclusive experience for CVCA job applicants and employees. In accordance with AODA (Accessibility for Ontarians with Disabilities Act, 2005), CVCA will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability – related accommodations, please contact our office in sufficient time prior to any scheduled interview. While the CVCA welcomes all applications, only those candidates selected for an interview will be contacted. No phone calls please.

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