

## **KAWARTHA CONSERVATION**

### **Risk Management Official/Source Protection Technician**

#### **The Position**

The primary duties of the RMO (Risk Management Official)/Source Protection Technician include negotiating Risk Management Plans (RMP's), and the issuance of orders, notices, and reports on related activities with various stakeholders. This position will be responsible for compliance activities as a Risk Management Inspector in consultation and interaction with Kawartha Conservation and municipal officials to ensure effective implementation with the local Source Protection Plans. In addition, the RMO/Source Protection Technician will help deliver local source protection programming, support local implementing bodies (particularly municipalities) in their implementation efforts, and undertake technical work required to support the source protection plan and implementation activities.

#### **Our ideal candidate**

Takes personal ownership and responsibility for the quality and timeliness of work commitments; follows organizational guidelines, professional standards, regulations and principles; demonstrates reliability and integrity on a daily basis; determines what will be accomplished including the required steps and actions that incorporate regulations and principles consistent with organization practices; recognizes errors in processes and practices and recommends corrective action; takes responsibility and ownership of mistakes.

#### **Key Responsibilities**

##### *Client Service*

Possess a positive, professional, and credible reputation both internally and externally; utilize networks and working relationships to ensure quality, timely, responsive customer service and meet strategic objectives and goals of the organization. Build and maintain partnerships and relationships that are essential to the ongoing success and image of Kawartha Conservation.

- Liaises, fosters, and maintains positive working relationships with internal staff, external stakeholders, government and non-government agencies, and the public.
- Promotes program deliverables and objectives with presentations or technical papers at conferences, seminars, and workshops.
- Provides input to or prepares reports, briefing notes, presentations, statistics, and analysis and other activities such as education and outreach programs where it relates to risk management implementation activities at the request of Kawartha Conservation or municipality.
- Participates on committees, meetings, task forces, work groups, and special projects, as directed.
- Participates in planning issues related to Source Water Protection, as applicable.

- Reports to the City of Kawartha Lakes staff or council as requested by City officials on risk management implementation activities;
- Responsible for coordinating meetings and providing updates to the joint committee overseeing risk management activities for municipalities, as applicable.
- Provides input to other activities such as education and outreach programs where it relates to RMP at the request of Kawartha Conservation or the City.
- Negotiates risk management plans with business owners, residents and others on significant drinking water threats, as prescribed under the applicable Source Protection Plan.
- Acts as an expert witness at Ontario Municipal Board, Environmental Tribunals or other related hearings at the request of Kawartha Conservation and the City.
- Provides information to the Source Protection Authority to meet monitoring and reporting responsibilities under the Clean Water Act, 2006.

### *Technical Expertise*

Possess the knowledge and experience relevant to the responsibilities of the position; identify knowledge gaps and seek out professional development; engage in continuing education and professional networks that elevate your expertise; utilize your expertise in the key functions of your position; transfer knowledge to contribute to the success of others; enhance and advance your professional career. Apply your expertise in the following responsibilities:

- Conduct duties of the Risk Management Official and Risk Management Inspector under Part IV of the Clean Water Act, 2006 for contracted services with partner municipalities, as applicable.
- Issue notices for restricted land use (S. 59) for development proposals submitted under the Building Code Act and Planning Act.
- Track and monitor Risk Management Plans under Part IV of the Clean Water Act, 2006.
- Work with Kawartha Conservation and the municipal Chief Building Officials, Public Works and Planning staff to identify program needs to meet Clean Water Act, 2006 requirements.
- Collaborate with contracted municipalities on any proposed Source Protection Planning related actions specific to municipal infrastructure and planning initiatives.
- Issue orders/notices and conduct compliance activities as described under Part IV of the Clean Water Act, 2006 in consultation with and under the directive of joint oversight committees, as applicable.
- Maintain effective records in accordance with legislative requirements and sound administrative practices.
- Assist in the development and delivery of local source protection programming, which includes supporting the Trent Conservation Coalition (TCC) Source Protection Committee (SPC) and the lead authority for the TCC (Lower Trent Conservation) in developing regional programming components as required.
- Support local implementing bodies, particularly municipalities, in preparing for the implementation of source protection plan (SPP) policies. Attendance and presentations at local focus groups may be required.

- Develop, produce, and distribute outreach material to support the source protection plan program (e.g., fact sheets, display material, implementation guide, etc.).
- Provide liaison between Kawartha Conservation, the public, municipal staff, developers, consultants, real estate agents and other special interest groups regarding the Source Protection Planning program.
- Provide information and data to support SPP implementation efforts to interested parties as may be available.
- Prepare meeting agendas and materials for the Source Protection Authority (SPA), Municipal Working Group (MWG), Project Oversight Committee (POC); attend these meetings and other source-protection related meetings as required.
- Assist in the development of reporting tools/templates required and compiling reporting information as needed.
- Prepare reporting as required related to the source protection program.
- Maintain an effective and efficient file management system for files and documents associated with the source protection program.
- Exemplary client and customer service delivery.
- Other assignments as required.

### *Teamwork*

Promote Kawartha Conservation both internally and externally; model exceptional behaviour; align program goals to Kawartha Conservation's vision, mission, and focus; communicate successes internally and externally. Achieve common goals through teamwork; by collaborating, listening, and sharing information and finding common solutions.

- Work cooperatively and effectively with others to reach a common goal
- Participate actively in group activities fostering a team environment
- Develop teams that offer a diverse range of perspectives and experience in order to develop plans or actions that consider all factors
- Value and encourage teamwork through daily actions and by soliciting feedback from all levels of the organization
- Build cooperation and communication between multiple teams, recognizing when different teams could work together for improved success.

### *Risk Management and Administration*

Adhere to and ensure that activities are compliant with Occupation Health and Safety (OHSA) and other pertinent laws, regulations, administrative standards and required practices; to eliminate or reduce risks to overall organization. Communicate potential risk situations including determining root causes and suggesting recommended changes.

- Maintain a safety conscious attitude and leads by example.
- Consistently follow Kawartha Conservation's Health & Safety policy.
- Maintain a safe, hazard-free working environment.

- Show initiative in suggesting improvements to the H&S policy/program.
- Represent Kawartha Conservation on government/NGO working groups, committees, and task teams.

Assist in the preparation of department priorities, work plans, budgets and reporting requirements. Prepare tender documents and contracts and assist with their administration e.g., monitoring, payment and legal issue; assist in the preparation of evidence for board hearings and other court proceedings.

Assist in the maintenance of accurate digital and paper filing systems.

## Skills and Expertise

- Successful completion of a University Degree or three (3) year Diploma program in Geo Science or Hydrogeology Environmental Studies, Environmental Engineering, or a related discipline preferred.
- Successful completion of the provincial certifications for Risk Management Official/Inspector (Part IV) and Section 88 Property Entry training or ability to obtain when training is provided.
- Minimum of five (5) years demonstrated experience in the municipal and/or conservation environment.
- Working knowledge of all aspects of the Clean Water Act, 2006 including supporting technical rules,
- Working knowledge of Clean Water Act Part IV powers and related regulations an asset.
- Working knowledge of the Occupational Health and Safety Act.
- Working knowledge of best management practices, industrial environmental management systems, responsible care, and pollution prevention programs.
- Demonstrated project management skills to lead a project or work group, organize numerous tasks, set priorities and meet deadlines.
- Demonstrated negotiation, diplomacy and communication skills to support issues resolution.
- Strong report writing, research, and analytical skills to meet program objectives and work to tight deadlines.
- Computer literacy and proficiency utilizing word processing, spreadsheet, database and presentation software, and use of computerized work management systems.
- Working knowledge of GPS, GIS, and information management systems
- Ability to interpret geo-technical data, engineering drawings and technical/legal documents.
- Ability to work outside regular business hours, as required.
- Possess a valid Ontario driver's license and clean driving record.

## Working Conditions

- Working outdoors in inclement weather may be required
- May be required to traverse irregular terrain and/or work in wet areas
- Working around water

- Additional hours may be required due to meetings and special events
- Travel using corporate vehicles may be required
- Significant time will be spent on the computer
- Long periods of sitting; occasional light lifting
- Moderate amount of involvement with the public and staff
- Mandatory adherence to safety policies and practices

## What we can offer

As part of a collaborative and innovative team you will have the opportunity to make a positive impact in our communities and be a part of our vision of engaged communities that love, respect and appreciate our natural environment. You will be part of an inclusive organization that:

- Makes a positive impact in the communities we serve within our watershed.
- Offers a competitive compensation package.
- Offers a defined benefit program on your first day of employment (OMERS).
- Provides an Employee Assistance Program and Group Benefits.
- Provides flexible working arrangements.
- Offers potential for career growth and pursuing professional development.
- Has an office in the midst of our beautiful Ken Reid Conservation Area where you are surrounded by nature.

## Our Core Values

Our values guide our actions, as they shape the kind of organization that we are part of. In all of our decision making, we will:

- Act with Integrity
- Value Knowledge
- Promote Teamwork
- Achieve Performance Excellence
- Foster Innovation