

# KAWARTHA CONSERVATION

## Compliance Officer & Permitting Technician

### The Position

Responsible for the delivery of the regulatory compliance program related to Kawartha Conservation's Prohibited Activities, Exemptions and Permits Regulation (Ontario Regulation 41/24) including compliance monitoring and enforcement activities. This position will be responsible for liaising with landowners, applicants, and members of the public to achieve compliance with our regulation as well as assisting in processing permit applications.

### 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.

- Provide excellent customer service by responding to regulation inquiries and processing permits.
- Liaise with the community, municipalities, developers, consultants, real estate agents and other interest groups with regard to the planning and regulations department as required.
- Develop and maintain good interpersonal business relations with staff in watershed municipalities, provincial and federal agencies, and the development and consulting community.
- Adhere to fee tracking, invoicing, and collection for plan review and regulation articles.
- Prepare documents and materials as required to ensure that the interests of Kawartha Conservation are appropriately represented at public meetings, committees, and hearings. Attend meetings as required.
- Optimize client and customer service through continuous improvements to departmental processes, tools, and communications.

#### *Administration and Project Management*

Demonstrate a motivated and adaptable working style that supports the goals of your team, department, and organization; demonstrate strong project management skills and work planning practices; develop strong working relationships with team members and partners and facilitate collaboration and problem solving; support a dynamic team environment with a balance of creative thinking and attention to detail to ensure programs are delivered in an effective and efficient manner with a high level of customer service.

- Develop annual workplans and contribute to department wide work planning to optimize teamwork.
- Participate in the annual budget process for the department, providing information and recommendations to the Director on annual workplans and targets.
- Manage, develop, and update databases relevant to the department.
- Coordinate and lead the development, implementation and management of projects as directed. Tender preparation and awarding of contracts, contract development and management, payment management and legal issue management may be required

### *Technical Expertise*

Demonstrate a creative and solution driven working style that supports the achievement of strategic and departmental goals; demonstrate knowledge and experience in enforcement techniques to achieve compliance, develop strong relationships with landowners, partners, and contractors to ensure successful program delivery; demonstrate strong written and verbal communication; identify knowledge gaps and seek out professional development.

- Review, evaluate, process, and prepare permits issued under authority of Ontario Regulation 41/24, made under Section 28 of the Conservation Authorities Act.
- Meet internal deadlines/standards for permit applications, title clearances, general requests, etc.
- Assists with the review and preparation of comments on municipal planning and development proposals circulated under the Planning Act, as required by the Director.
- Conduct regulatory compliance monitoring and enforcement activities, including coordinating activities with municipalities and agencies, conducting permit inspections and site investigations, issuing offense notices, preparing compliance agreements, presenting evidence and coordinating prosecutions in hearing boards and court of law.
- Maintain accurate compliance records and prepare summary reports as required.
- Advance the development of a compliance monitoring program with its related databases; keep accurate digital and paper compliance records; evaluate trends and prepare summary reports; and make program recommendations.
- Inspect permit works in progress or completed to ensure compliance with plans, specifications and conditions identified in permits. Document any deficiencies, variances and take the appropriate action.
- Issue Violation Notices, develop compliance agreements, Issue Certificates of Offences (S. 29), Swear to Information and Issue Summons and/or execute Search Warrants depending on the nature of the offence.
- Develop and maintain compliance policies, procedures, and technical standards.
- Responsible for additional assignments pertinent to the position.

### *Risk Management and Administration*

Adhere to all health and safety policies as set out by the organization; demonstrate an understanding of the Occupational Health and Safety Act and actively work to support a safe workplace for yourself and others.

- Participate in all health and Safety related courses and training as assigned.
- Minimize Health and Safety hazards and risks with work activities. Report safety hazards to the Director, Planning and Development Services.
- Actively participate in the implementation of Health and Safety workplace initiatives and programs.

## **Scope of Accountability**

Will have the freedom to make independent management and technical decisions within the scope of your expertise and in keeping with provincial and Kawartha Conservation policies, guidelines, and procedures. Provide advice and recommendations to the Director, Planning and Development Services on all other matters such as strategic initiatives, programs, work plans and budget matters, and technical issues beyond the scope of your expertise. Follow organizational guidelines, professional standards, regulations and principles; demonstrate reliability and integrity daily.

## Skills and Expertise

- Post-Secondary Degree or Diploma in Natural Resources Law, Police Foundations, Geography, Planning, environmental engineering, Integrated Resource Management, or related fields.
- Minimum three (3) years of regulatory compliance experience or similar enforcement. Experience with Conservation Authorities Act, Section 28 an asset.
- Demonstrated experience with court proceedings and processes, legal procedures and supporting documents, enforcement practices and protocols related to investigations.
- Knowledge of provincial planning policies and Conservation Authority regulations.
- Excellent knowledge of current water and environmental management principles and practices; municipal planning, federal and provincial legislation.
- Preparation of technical reports and presentations.
- Familiarity with database processes.
- Proficient in the use of computer software including MS Word, MS Excel.
- Use of GPS and survey equipment an asset.
- Knowledge of common office equipment.
- Valid M.T.O. driver's license and a clean driving record.
- Provincial Offences Officer designation required, or willingness to obtain.
- Regulation specific training.

## Working Conditions

- Outdoor work, occasionally in inclement weather conditions, in a variety of rural landscape situations
- Office and administrative work
- Hours may vary due to site locations and landowner availability
- Working occasionally weekends and evenings will be required to attend various stakeholder meetings or other community events
- Travel required throughout the program area
- Working with the public
- Occasional lifting of equipment, digging and planting
- Mandatory adherence to safety policies & practices
- Significant time will be spent on the computer
- High level of concentration required

## 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 on 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 amid 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 our decision making, we will:

- Act with Integrity: *Take personal ownership and responsibility for the quality and timeliness of work commitments; demonstrate reliability and integrity daily.*
- Value Knowledge: *Commit to continuous improvement and personal and professional growth; ensure technical/professional knowledge is up-to-date and applicable to the job.*
- Promote Teamwork: *Demonstrate a commitment to achieving common goals through teamwork; promote a positive and productive environment and a healthy workplace.*
- Achieve Performance Excellence: *Actively seek to identify new business opportunities; ensure high quality work.*
- Foster Innovation: *Forward thinking and visionary approach to problem solving.*