

# EMPLOYMENT OPPORTUNITY

## Watershed Planning and Development Assistant

### GENERAL JOB DESCRIPTION

Did you ever wonder what kind of work a Conservation Authority does? This summer contract position offers a unique opportunity to work with various NBMCA staff within the Planning and Development department. You will be assisting with the daily clerical duties of the Plan Review and Section 28 (O. Reg. 177/06 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses) permitting programs. In addition, you will assist with the watershed monitoring program, including water quality sampling (lakes and streams),

### QUALIFICATIONS

- Current enrollment in a post secondary program such as Planning, Environmental Science, or a similar field.
- Registered as a full-time student in the previous academic year and intending to return to school on a full time basis.
- Must be between the ages of 15 and 30.
- Are Canadian citizens, permanent residents, or have official refugee protection status under the *Immigration and Refugee Protection Act* (foreign students are not eligible).
- Are legally entitled to work in Canada, according to relevant provincial/territorial legislation and regulations.
- Oral and written communications skills; technical report writing skills.
- Strong organizational skills.
- Ability to work independently as well as in a team environment.
- Ability and aptitude for field work, occasionally under physically demanding conditions or inclement weather.
- CPR & standard first aid.
- Pleasure Craft Operator card would be an asset.
- Valid M.T.O. driver's license with a clean driving record.

### SUMMARY OF TASKS

- Assist with processing approved Section 28 permits.
- Assists with site inspections, as required, for Section 28 and Planning applications.
- Input permits into an existing MS Access database and filing.
- Assist with water quality sampling: lake and streams.
- Other duties as assigned.

**COMPENSATION** \$15.40 - \$16.98/hr (35 hours week) **JOB DURATION** May 7 to August 31, 2018

Candidates must submit their resume and cover letter no later than **Thursday, March 29, 2018 at 4:00pm** to:

North Bay- Mattawa Conservation Authority  
15 Janey Avenue  
North Bay, Ontario P1C 1N1  
Fax: (705) 474-9793  
Email: [jobs@nbmca.ca](mailto:jobs@nbmca.ca)

We thank all applicants for their interest; however only those selected for an interview will be contacted.

NBMCA is an Equal Opportunity Employer in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. NBMCA will accommodate applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.