



The Long Point Region Conservation Authority is currently recruiting for:

CONSERVATION AREA ASSISTANT SUPERVISOR

BACKUS HERITAGE, DEER CREEK, HALDIMAND, NORFOLK, WATERFORD NORTH

Position: Conservation Area Assistant Supervisor

Posting Date: January 10, 2024

Closing Date: February 25, 2024

Job Status: Seasonal Employment

Department: Conservation Areas & Parks

Rate of Pay: \$22.12

Hours of Work: 40 Hours/Week

Posting No.: 064-24

Position Summary:

The Long Point Region Conservation Authority is seeking five (5) self-motivated individuals for the position of Conservation Area Assistant Supervisor to fill a seasonal contract. Reporting to the Conservation Area Supervisor, the Assistant is responsible for the daily maintenance and operation program in the Conservation Area by performing a variety of required tasks as assigned by the Supervisor. Supervision of staff assigned to the area will be required in the Supervisor's absence.

Qualifications:

- Knowledge and experience in the use of all types of equipment required in the development, maintenance and operation of a Conservation Area/camping facility
- Computer skills required
- Cash handling experience required
- Leadership and administrative skills required
- Demonstrated ability to maintain accurate records of revenue and expenditures
- Working knowledge of the Ontario Occupational Health and Safety Act and WHMIS
- Knowledge of Conservation Area Regulations, Policies and Procedures associated with park management an asset
- Must be willing to commit to the full duration of the work assignment
- Current Standard First Aid and CPR certification an asset
- A valid Criminal Records and Judicial Matters check (CRJMC) is required
- A valid driver's license is required

Responsibilities:

- Supervise and assist all field staff assigned to the area in the Supervisor's absence
- Enforce all Conservation Area rules, regulations and any other policies or guidelines as set forth by the Authority
- Ensure the efficient operation of the Conservation Area and generally responsible for the safety of all staff and the general public in the area
- Collection of user fees occurring to the Conservation Area and accountable to the Area Supervisor for all such revenues
- Facilitate the permitting process for all Conservation Area users including reservations
- Open and close facilities as required
- Perform a wide variety of maintenance tasks and repairs to Conservation Area facilities as required including sanitary duties such as cleaning washrooms and garbage collection, etc.

- Perform general maintenance on Conservation Area grounds including landscaping duties such as grass cutting, trimming of grass and foliage, etc.
- Complete water sampling/testing and conduct all regular maintenance of the drinking water systems
- Maintain and care for all machinery and equipment assigned to the area
- Complete any of the Authority's conservation projects as assigned
- Carry out all assigned duties in accordance with accepted safety practices of the Authority
- Provide quality customer service
- Perform other duties as assigned

Location/Working Conditions:

- One of the following: Backus Heritage Conservation Area, Port Rowan, ON; or Deer Creek Conservation Area, Langton, ON; or Haldimand Conservation Area, Nanticoke, ON; or Norfolk Conservation Area, Simcoe, ON; or Waterford North Conservation Area, Waterford ON.
- Varied shifts, must be available to work flexible hours including evenings, weekends and holidays
- Extra hours may be required for special events or emergencies
- Outdoor work environments

Term of Employment:

- Starting Date: April 15, 2024
- Ending Date: October 25, 2024
- Must be willing to commit to the full duration of the work assignment

Benefits:

- Free access to LPRCA Conservation Areas
- Eligible to enroll in OMERS pension plan

Application Deadline: Sunday, February 25, 2024.

To apply: Please send your cover letter and resume in a single PDF or MS Word document addressed to: Dana McLachlan, Long Point Region Conservation Authority, email hr@lprca.on.ca (Subject: 064-24 Conservation Area Assistant Supervisor, preferred location name).

We thank all applicants for their interest; however, only those being considered for an interview will be contacted. Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Long Point Region Conservation Authority is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility of Ontarians with Disabilities Act (AODA) upon advance notice of specific accommodation requirements.