



## JOB DESCRIPTION

- TITLE:** Flood Recovery Assistant
- REPORTS TO:** Environmental Planner, Ottawa
- DURATION:** 16 weeks (mid-August to December, 2019)
- SUMMARY:** A key member of the Mississippi Valley Conservation Authority (MVCA) team; the Flood Recovery Assistant will assist in the implementation of the Authority's plan review and Section 28 regulations program. Knowledge of Conservation Authorities Act, municipal planning, regulations, watershed management objectives, ecosystem function and watershed conservation are required.

### MAIN RESPONSIBILITIES (This is not an exhaustive list)

- Liaise with members of public who have been impacted by the 2019 flood event to provide direction on regulated activities.
- Assist in processing Section 28 applications in relation to the 2019 flood event.
- Conducts inspections of properties proposing to undertake shoreline erosion protection projects.
- Implements the Authority's Development and Interference with Wetlands and Alterations to Shorelines and Watercourses regulations program.
- Assists in technical evaluations on Ontario Regulation 153/06 applications, reviews and/or assists in the coordination of the review of reports (grading plans, EIS, surveys, site plans, etc.).
- Maintains an accurate data base and filing system for regulation files and planning applications.
- Perform work in accordance with the provisions of *Occupational Health and Safety Act* and Regulations and all other corporate/departmental policies and procedures.
- Perform other related duties as assigned by supervisor.

### SKILL

#### EDUCATION/EXPERIENCE:

- Relevant university or college degree (e.g. environmental science, natural resources law, geography, planning)
- Valid Class G Drivers License and access to a personal vehicle.
- Pleasure Craft Operators Card.

#### ADDITIONAL COMPETENCIES/SKILLS:

- Working knowledge of applicable occupational health and safety legislation; general knowledge of relevant corporate/departmental policies.

## **EFFORT**

- Fatigue resulting from focusing on and managing multiple accountabilities and priorities and associated deadlines.
- Fatigue resulting from a very high degree of concentrated attention, focused thinking/analysis/interpretation.
- Potential high stress load from dealing with the public (i.e. confrontational situations, difficult people, etc.)

## **WORKING CONDITIONS**

- Work is performed in both an indoor and outdoor environment with occasional exposure to adverse weather conditions.
- Occasionally exposed to difficult clientele.
- Occasionally exposed to insects, fumes.
- Regularly required to travel within the Mississippi Valley Conservation Authority's watershed. There may be an occasional requirement for traveling greater distances.
- Required to extend hours of work to meet work demands including peak periods where required to work evenings or weekends.

## **LANGUAGE**

- English.

Qualified candidates are invited to submit a resume and cover letter in PDF format **no later than August 2, 2019** for an **anticipated start date of August 19, 2019** to:

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