Conservation Operations

Cataraqui Conservation is seeking a skilled individual to fill the position of Conservation Operations within our Operations team. Cataraqui Conservation owns and maintains properties throughout its jurisdiction for environmental and recreational purposes. For more information, please visit: https://cataraquiconservation.ca/.

Location: Operations Shop - Little Cataraqui Creek Conservation Area in Kingston, Ontario

Status: Full-time, permanent position

Hours: 40 hours per week
Regular hours 7:30-4:00 Monday through Friday

Compensation: Level 12 on 2021 compensation grid ($36,679-$48,905) pro-rated to 40 Hours ($41,919-$55,891)

A key member of the Operations & Maintenance Team, Conservation Operations staff is responsible for the maintenance of facilities, equipment, land, and property. Duties include grass cutting, landscaping, trail maintenance, dam operations, plowing, shoveling, grooming ski trails, establishing and maintaining the skating rink as well as many trades related tasks including carpentry, plumbing, electrical, mechanical and small engine repair/maintenance.

Key Responsibilities:

• Maintain Conservation Authority properties and facilities to ensure the safety and convenience for area users which includes
  o Perform outdoor seasonal maintenance activities such as general landscaping, grass and tree cutting, planting, collecting garbage, trail maintenance, plow and shovel walkways/roads and parking areas, groom ski trails, maintain skating rink, beach areas and marine facilities.
    ▪ Organize planting, pruning, thinning activities and provide instruction and direction to contractors, summer staff, and volunteers
  o Maintain structures and facilities in good condition by performing duties such as minor repairs, painting, carpentry, interior and exterior construction, renovation, and demolition
  o Complete small carpentry projects such as crafting signs and building picnic tables.
  o Assist with the removal of obstructions such as beaver dams and dead animals.
  o Monitor trails, roads, land, structures, and buildings; advise Supervisor of property maintenance requirements
  o Ensure area users adhere to Conservation Authority regulations/rules

• Perform routine vehicle and equipment maintenance which includes minor service, repairs and cleaning.

• Support special programs and events such as Facility rentals, Maple Madness program, Forestry and Winter Recreation, and Education programs by performing tasks such as tapping trees, cutting/splitting firewood, driving equipment, maintaining fires, making maple syrup, moving furniture, etc.

• Conduct technical operations under the direction of Watershed Planning & Engineering staff as required: water monitoring and dam operations and maintenance
Qualifications:

- High School Graduation
- 1 to 2 years relevant experience
- Ability to operate equipment such as hand and power tools, tractors, mowers, implements, plows, off road vehicles etc.
- Advanced knowledge of applicable legislation and relevant departmental policies and procedures
- Excellent verbal and written communication, interpersonal, problem solving and organizational skills
- Ability to perform under pressure
- Proficiency with the full suite of Microsoft Office software
- Accuracy and attention to detail
- Demonstrated flexibility and the ability to adapt to a fast-paced changing environment
- Chainsaw Operators Certification
- Valid Class G Driver’s License or equivalent required

How to Apply:

Interested candidates: please submit an electronic mail message with your name and “Conservation Operations” in the subject line, with a cover letter and résumé attached and addressed to Tom Beaubiah, Manager, Conservation Lands by 12:00 PM EST (noon) on Friday November 5, 2021 to: mailbox@crca.ca

We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted. Cataraqui Conservation is an equal opportunity employer. Interview accommodations for applicants with disabilities are available upon request.