

## Job Posting

# Regulations Coordinator

*One-Year Contract Position*

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**March 22, 2017**

The Ausable Bayfield Conservation Authority (ABCA) is taking applications for the one-year contract position of Regulations Coordinator. There is opportunity for this position to become permanent. This position is intermediate-level, administering Ontario Regulation 147/06 and with opportunity to work on a variety of projects within the Water Management programs of the ABCA.

The Regulations program is quite active and is delivered from the ABCA Administration Centre. While the ABCA is primarily a rural watershed, many regulation activities relate to the shoreline of Lake Huron within the watershed.

Download PDF file at [www.abca.on.ca](http://www.abca.on.ca) – Jobs and Employment. For full details please visit this link for full position description: [http://abca.on.ca/publications\\_section.php?Category=21](http://abca.on.ca/publications_section.php?Category=21)

*Subject to change up until closing of job competition.*

### **Duties:**

- Administer and enforce the ABCA Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (Ontario Regulation 147/06).
- Examine and review applications and engineering reports/ studies/ plans (e.g., stormwater management reports) by making necessary site inspections, referring to provincial policies, official plans, zoning by-laws, aerial photographs, regulation and flood plain mapping and any other related documents.
- Perform engineering calculations and surveys for the purposes of establishing storm runoff / floodline /hazard land or regulation limits.
- Prepare reports, recommendations, and documents relating to applications under O. Reg. 147/06 based on examinations, reviews and discussions with other technical staff. If required, present information on applications in reports or Hearings before the ABCA Board of Directors.
- Maintain accurate and orderly files for the enforcement and administration of O. Reg. 147/06.
- Communicate with the Authority's solicitor, as required, to administer and enforce the regulations.
- Attend court or appear before the Mining and Lands Commissioner, as required and/or directed, for all charges or hearings.
- Attend council, planning boards, site meetings and any such meetings that relate to the administration of the regulations.
- Complete required purchasing and revenue documentation (relating to the regulations) under the ABCA Personnel Regulations.
- Prepare reports regarding the activity of the program for inclusion in the ABCA Board of Directors minutes and ABCA Annual Report along with recommendations for any improvements to the programs.
- Assist when requested, with revisions to related policy documents. Work as a team member with ABCA staff and cooperatively and professionally with other agencies and organizations.

**Qualifications:**

- A Degree from an accredited University plus 2 years of experience in an engineering, planning or natural resource management field, or a Diploma from an accredited College plus 4 years of experience in an engineering, planning or natural resource management field.
- Excellent knowledge and use of the English language.
- A good knowledge of the *Conservation Authorities Act* and hazard sections of the Provincial Planning Policy.
- A working knowledge of engineering, hydrology, municipal planning, and water management theories, strategies, and techniques.
- A good working knowledge of personal computers with advanced knowledge and experience using Microsoft Office Software, AutoCad, other programming software and a basic understanding of ArcView GIS software.
- Team player with good organization, interpersonal, and oral and written communication skills.
- Valid Ontario Driver's Licence and a police records check certificate will be required of the successful candidate.
- Ability to work outdoors and in adverse environmental conditions.
- Ability to hold the designation of Provincial Offenses Officer.

**Assets**

- Ability to operate a variety of related equipment such as Global Positioning Systems (G.P.S.), surveying equipment, cameras, and depth sounding equipment.
- A good working knowledge of SWAT, GAWSER, PC-SWMM, HECRAS or similar hydrology and hydraulics software.
- Previous experience and knowledge about conservation authorities.
- Knowledge of coastal processes along Lake Huron.

**Please see Position Description for further details.**

**Remuneration:** \$28.40 to \$35.50 per hour depending on qualifications and experience

**Hours:** 35 hours per week with some evenings and weekends

**Contract duration:** 12 months

For more information, **contact Judith Parker**, Corporate Services Coordinator at [jparker@abca.on.ca](mailto:jparker@abca.on.ca)

**Please provide your résumé and cover letter (via post-mail, e-mail, or fax) clearly marked  
Regulations Coordinator by Thursday, April 13, 2017 by 12:00 noon local time to:**

**Brian Horner, General Manager / Secretary-Treasurer**

**Ausable Bayfield Conservation Authority**

**71108 Morrison Line, RR 3 Exeter, ON N0M 1S5**

**519-235-2610 or 1-888-286-2610 Fax: 519-235-1963 [bhorner@abca.on.ca](mailto:bhorner@abca.on.ca)**

*Applicants will be contacted only if an interview is required. Applicants chosen for an interview are required to provide at least two letters of reference.*

*The Ausable Bayfield Conservation Authority is an equal-opportunity employer which is progressive in conservation stewardship. Based out of Morrison Dam Conservation Area, two kilometres east of Exeter, the ABCA delivers a wide array of environmental services for 12 watershed municipalities and the general public.*