

Ausable Bayfield Conservation Authority

REGULATIONS COORDINATOR

JOB IDENTIFICATION

Job Title	Regulations Coordinator
Job Classification	Regular Full Time
Supervisor	Supervisor of Water & Planning
Positions Supervised	Summer Student
Location	Administration Centre, Morrison Dam Conservation Area
Wage Category	Level 8
Benefits	All current guidelines under <i>Employment Standards Regulations</i> , in addition to the <i>ABCA Personnel Regulations</i>
Valid Driver's Licence	Required
Hours of Work	35 hours/week; Monday to Friday; 8:30 a.m. to 4:30 p.m. with some evenings and weekends.
Working Conditions	Varied, from a modern air conditioned office to the out-of-doors in a variety of weather conditions.

PURPOSE OF THE JOB

The Regulations Coordinator/Officer will assist the Ausable Bayfield Conservation Authority in achieving the objectives as set out in its Conservation Strategy and Watershed Management Strategy through the administration of Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (Ontario Regulation 147/06), Municipal Plan Review and Input Program and other environmental programs or regulations, as required.

JOB DESCRIPTION

A. Areas of Responsibility and Accountability

1. Provide input into an annual budget, in cooperation with the Supervisor of Water & Planning for the Authority's Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (Ontario Regulation 147/06).

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2. Administer and enforce the Authority's Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (Ontario Regulation 147/06).
3. Examine and review applications and 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.
4. Perform engineering calculations and surveys for the purposes of establishing storm runoff/floodline/hazard land or regulation limits.
5. Prepare reports, recommendations, and documents relating to applications under Ontario Regulation 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.
6. Maintain accurate and orderly files for the enforcement and administration of the regulations.
7. Communicate with the Authority's solicitor, as required, to administer and enforce the regulations.
8. Attend court or appear before the Mining and Lands Commissioner as required and/or directed, for all charges or Hearings under the regulations.
9. Attend council, planning boards, site meetings and any such meetings that relate to the administration of the regulations.
10. Complete required purchasing and revenue documentation relating to the regulations under the *ABCA Personnel Regulations*.
11. Assist the public with general inquiries in a courteous and professional manner. This may include investigation and resolution of complaints within the scope of the program.
12. 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.
13. Work as a team member with all staff of the ABCA.
14. Work cooperatively and professionally with other agencies and organizations.
15. Assist, when requested, with revisions to related policy documents.

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B. Decision Making and Problem Solving

Decisions are made in accordance with ABCA policies and procedures. Responsible for daily operational decisions and problems within regulatory services. The person in this position is required to make decisions and solve problems in order to obtain control and efficiency within the mandate of the Authority.

JOB QUALIFICATIONS

A. Effort

1. Motivated with a high energy level.
2. Positive attitude towards peers, subordinates, supervisors, public, students, adults, Board of Directors, and customers who obtain services from the ABCA.
3. Mentally and physically capable of dealing with the demands and pressures of the job.
4. Positive attitude and a high level of effort towards the duties and requirements of the job.
5. Ability to keep concise and accurate reports.
6. Ability to prepare effective correspondence.

B. Responsibility

1. Accountable for one's actions, duties and presence.
2. Capable of being trained in work related safety requirements and of working in a safe manner.
3. Ability to operate surveying equipment required to obtain field data necessary for the evaluation procedures of the regulations.
4. Willing to assist other team members.
5. Ability to follow directions, undertake assignments and produce desired outputs on schedule.
6. Responsible for the detailed technical peer review of engineering reports/studies (e.g., stormwater management reports) and for liaising with engineering professionals as required to undertake that review.

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C. Skill

1. Excellent interpersonal communication skills.
2. Excellent working knowledge and use of the English Language.
3. Excellent conflict resolution skills.
4. High professional work ethic.
5. A good team player.
6. A good working knowledge of personal computers with advanced knowledge of WordPerfect, Microsoft Office, AutoCad, , other programming software and a basic understanding of ArcGIS software.
7. A Degree from an accredited University plus 2 years experience in an engineering, planning or a natural resources management field or a Diploma from an accredited College plus 4 years experience in an engineering, planning or natural resources management field.
8. Experience working in team environments, working with volunteers, professional staff and community groups.
9. A good working knowledge of the *Conservation Authorities Act* and hazard section of the Provincial Planning Policies.
10. Ability to effectively handle confrontational and conflict situations.
11. A good working knowledge of differential leveling and stadia surveys.
12. Possess strong time management and organizational skills.
13. Valid Class G Ontario Drivers Licence.
14. Eligible to hold the designation of Provincial Offences Officer.
15. A working knowledge of engineering, hydrology, municipal planning and water management theories, strategies and techniques.

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JOB QUALIFICATION ASSETS

1. Ability to operate all types of surveying equipment.
2. Ability to deal successfully with emergency situations.
3. Previous experience and knowledge about conservation authorities.
4. Thorough knowledge of municipal affairs and Provincial Policies relating to Natural Hazards and Natural Heritage.
5. Interest in hydrology, hydrogeology, soil mechanics, water quality, and geotechnical engineering fields.
6. A valid Ontario First Aid and CPR Certificate and WHIMIS training.