

## Ausable Bayfield Conservation Authority

### STEWARDSHIP TECHNICIAN

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#### JOB IDENTIFICATION

<b>Job Title</b>	Stewardship Technician
<b>Job Classification</b>	Contract
<b>Supervisor</b>	Stewardship, Land and Education Manager
<b>Positions Supervised</b>	Contract staff and summer students when available
<b>Location</b>	Administration Centre, Morrison Dam Conservation Area
<b>Wage Category</b>	Level 6
<b>Benefits</b>	All current guidelines under <i>Employment Standards Regulations</i> , in addition to the <i>ABCA Personnel Regulations</i>
<b>Valid Driver's License</b>	Class G as a minimum
<b>Hours of Work</b>	35 hours/week; 8:30 a.m. to 4:30 p.m. with some evenings and weekends.
<b>Working Conditions</b>	Varied, from an air conditioned office to the out of doors in a variety of weather conditions.

#### PURPOSE OF THE JOB

The Stewardship Technician will assist the Stewardship, Lands and Education Department to implement stewardship projects and manage Ausable Bayfield Conservation Authority properties.

## **Ausable Bayfield Conservation Authority**

### **STEWARDSHIP TECHNICIAN**

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#### **JOB DESCRIPTION**

##### **A. Areas of Responsibility and Accountability**

1. Contact and meet with landowners for the purposes of promoting and completing stewardship projects that will improve/protect water and soil quality, forest conditions, aquatic habitat and healthy watersheds.
2. Provide technical assistance to landowners and links to financial incentive programs.
3. Assist the Forestry and Land Stewardship Specialist implement the ABCA Afforestation Program, including tree delivery program, lead hand planting crew, complete survival assessments and other program components.
4. Assist with forest management activities on ABCA properties.
5. Assist with risk management inspections and maintenance of ABCA properties.
6. Promote soil and water conservation to landowners including tree planting, erosion control, fragile land retirement, cover crops, conservation tillage, crop rotation, and structural Best Management Practices (BMPs).
7. As necessary, review or complete designs for erosion control projects following the protocols of the Ontario Ministry of Agriculture, Food and Rural Affairs Agricultural Erosion Control Structures Manual.
8. Gather, assemble and compile data/prepare reports, make recommendations associated with projects with maps, aerial photos field survey information and computer programs.
9. Assist in project leadership on field projects: develop work schedules and logistics; organize equipment; train, oversee and provide technical guidance to workers and volunteers; resolve operational problems; maintain records and prepare reports.
10. Present project information to review committees.
11. Work with the ABCA financial Services Coordinator to ensure the accuracy of financial matters and reporting.
12. Document activities in a format to allow efficient production of periodic progress reports or documentation for final reports, on any project including but not limited to minutes, public meetings, projects and activity reports.
13. Act as a resource person for other ABCA staff with regards to conservation-related matters.
14. Supervise casual staff and summer students.
15. Assist other staff with the delivery of various programs, projects and services.

## STEWARDSHIP TECHNICIAN

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### **B. Decision Making and Problem Solving**

Decisions and problem solving are made in conjunction with other staff and/or per the policies and procedures of the ABCA. Will be responsible for day-to-day operational decisions of specific projects.

### **JOB QUALIFICATIONS**

#### **A. Effort**

1. Motivated with 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. Physically capable of planting trees and lifting up to 50 pounds.
4. Mentally and physically capable of dealing with the demands and pressures of the job including working outdoors in a variety of weather conditions and adverse conditions including biting insects and rough terrain.
5. Positive attitude and a high level of effort towards the duties and requirements of the job.

#### **B. Responsibility**

1. Accountable for one's actions, duties and presence.
2. Capable of working in a safe manner and being trained in WHMIS, CPR, First Aid and work related safety requirements.
3. Ability to work with staff and volunteers in a positive and constructive manner.
4. Willing to assist other team members.
5. Ability to follow directions, undertake assignments and produce desired outputs on schedule.

#### **C. Skill**

1. Knowledge of ecosystem restoration practices.

## **Ausable Bayfield Conservation Authority**

### **STEWARDSHIP TECHNICIAN**

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2. University degree or a diploma from an accredited College in ecosystem restoration, agricultural science or natural resource management.
3. Excellent communication skills.
4. Excellent working knowledge of the English Language.
5. High work ethic.
6. A good team player.
7. A good working knowledge of PC computers and Microsoft Office.
8. Knowledge of agricultural soil conservation practices including cropping and structural Best Management Practices.
9. Knowledge of agricultural practices.
10. Possess strong time management and organizational skills.
11. Valid Class G Driver's Licence.
12. Ability to work well independently and in partnership scenarios.
13. A good working knowledge of watersheds and ecosystems.
14. Experience in identifying and inventorying trees and plants.

#### **Job Qualification Assets**

1. Experience in completing erosion control projects in cooperation with contractors and landowners.
2. Experience working outdoors planting trees or completing fieldwork such as tree or plant inventories.
3. Experience driving a pickup truck and trailer and loading and unloading utility vehicles.
4. Ability to operate all types of AV and camera equipment.
5. A valid First Aid and CPR Certificate.
6. Ability to deal with emergency situations.
7. Previous experience and knowledge about conservation authorities.

**Ausable Bayfield Conservation Authority**

**STEWARDSHIP TECHNICIAN**

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**OTHER**

Police search records certificate required upon job confirmation. Must start police search process within two weeks of job confirmation.

The ABCA will reimburse for any cost for the police search.