

**Ausable Bayfield Conservation Authority**

**WATER & PLANNING MANAGER**

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**JOB IDENTIFICATION**

<b>Job Title</b>	Water and Planning Manager
<b>Job Classification</b>	Regular Full Time
<b>Supervisor</b>	General Manager
<b>Positions Supervised</b>	Supervisor of Water and Planning/Drinking Water Source Protection Program; GIS/IT Coordinator; Water and Stewardship Technologist; Water Resources E.I.T.; casual staff and summer student(s) when available
<b>Location</b>	Administration Centre, Morrison Dam Conservation Area
<b>Wage Category</b>	Level 12
<b>Benefits</b>	All current guidelines under <i>Employment Standards Regulations</i> , in addition to the <i>ABCA Personnel Regulations</i>
<b>Valid Drivers License</b>	Required
<b>Hours of Work</b>	35 hours/week; Monday to Friday; 8:30 a.m. to 4:30 p.m. with some evenings and weekends.
<b>Working Conditions</b>	A modern, air conditioned office with some out-of-doors in a variety of weather conditions.

**PURPOSE OF THE JOB**

Under the direction of the General Manager, the Water and Planning Manager is responsible for the day to day operations of the Water and Planning Departments. In such capacity the Water and Planning Manager will ensure that the objects of the ABCA are achieved in an effective and efficient manner. This includes project management, delegation of responsibilities, overall supervision of staff, performance reviews, adherence to policies and making recommendations to the Board of Directors as and when deemed appropriate. The Water and Planning Manager is responsible for the water management programs and projects and will supervise staff in the delivery of these programs and projects including the Regulation for *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses* and Municipal Environmental Planning Services of the ABCA. A key component of the water management program is the daily operation of the ABCA's Flood Monitoring, Flood Forecasting and Flood Advisory Service.

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#### JOB DESCRIPTION

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

1. Coordinate and implement Capital Projects and Studies under the Water Management Program of the Authority by:
  - a. Preparing and managing budgets and technical information to initiate projects and studies as required by the Authority and Ministry of Natural Resources and Forestry (MNRF).
  - b. Ensuring that projects and studies are carried out in compliance with requirements of the Authority, MNRF and other involved agencies or related legislation (e.g., Class EA).
  - c. Maintaining records to assist with the reporting of expenditures and grant eligibility to MNRF and with the assessment of special benefitting levies for municipalities on projects and studies.
  - d. Maintaining liaison with municipalities, the MNRF and other Authority staff.
2. Coordinate and implement the Flood Forecasting/Warning Program of the Authority by:
  - a. Maintaining a data collection network for flood forecasting, including stream gauges, precipitation gauges and snowcourse materials in cooperation with other agencies;
  - b. Preparation of budget estimates and management of budget, reporting of expenditures and grant eligibility to MNRF;
  - c. Maintaining and updating the Authority Flood Emergency Plan, Flood Forecasting and Warning Operating Manual and Flood Duty rosters;
  - d. Maintaining liaison with municipalities, MNRF and other Authority staff;
  - e. Providing training to other Authority staff in relation to flood forecasting and warning and dam operation.
3. Supervise and coordinate the operation and maintenance of all Authority water and erosion control structures by:
  - a. Conducting regular inspections;
  - b. Ensuring that repair and maintenance work is carried out;
  - c. Preparing budget estimates and management of budget, reporting of expenditures and grant eligibility to MNRF;

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- d. Maintaining records of inspections and work carried out;
  - e. Maintaining operation and maintenance logs for Morrison and Parkhill Dams;
  - f. Maintaining liaison with municipalities and MNR as required;
4. Supervise and coordinate:
- a. ABCA Municipal land use planning program;
  - b. Floodplain management program;
  - c. *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation*;
  - d. Specific regulations under the *Environmental Protection Act* and *Ontario Water Resources Act*, by:
    - i. Providing technical assistance as required;
    - ii. Ensuring consistent application of appropriate policies;
    - iii. Supervising staff;
    - iv. Preparing and managing budget estimates as required.
5. Provide technical and project management assistance for other conservation authority programs and special projects as required.
6. Carry out resource studies and prepare technical reports and recommendations relating to conservation authority programs as required.

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

Responsible for daily decisions and problem solving related to the delivery of the Water and Planning Programs. Decisions and problem solving related to financial matters, policies and procedures will be done in conjunction with other staff and/or per ABCA policies and procedures. Problems are varied and frequent and have the potential to impact the outcome of ABCA programs.

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**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.

**B. Responsibility**

1. Accountable for one's actions, duties and presence.
2. Capable of being trained in work related safety requirements and working in a safe manner.
3. Ability to supervise 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. Excellent working knowledge of the English Language.
2. High work ethic.
3. A good team player.
4. A good working knowledge of personal computers with advanced knowledge and experience using Microsoft Office Software, AutoCad, other programming software including hydrology and hydraulic models, and a basic understanding of Arcview GIS software.
5. A thorough knowledge and practical experience in water resources engineering, hydrology, hydraulics and project management.
6. Experience in engineering design, technical report preparation and presentation.

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7. Ability to communicate effectively in English, both orally and in writing.
8. A Degree from an accredited University in water resources, environmental or civil engineering and at least five years related experience.
9. Membership with, or eligible for membership within one year, in the Professional Engineers of Ontario.
10. Experience and knowledge in developing budgets, managing budgets and communicating budget details to other staff.
11. Knowledge and experience in preparing tender documents, calling tenders, reviewing tenders and making recommendations on the selection of consultants.
12. Experience working in team environments, working with volunteers, professional staff and community groups.
13. Experience working with a variety of partners in the delivery of programs and services.
14. Possess strong time management and organizational skills.
15. Valid Ontario Class G Driver's Licence.

#### **JOB QUALIFICATION ASSETS**

1. Knowledge of structural maintenance and operation of water control structures.
2. A valid Ontario First Aid and CPR Certificate and WHMIS training.
3. A good working knowledge of current office software suites, hydraulic and hydrological computer software.
4. Excellent proven ability to prepare printed material in a variety of communication modes.
5. Experience in dealing with the media.
6. Ability to deal successfully with emergency situations.
7. Previous experience and knowledge about conservation authorities in Ontario.
8. Skills in facilitation, photography and use of office equipment.
9. Membership with Professional Engineers of Ontario.