



Regulations Officer – 1-Year Contract Position (Possibility of Extension)

Job Summary:

The position is responsible for the administration and enforcement of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (159/06) under Section 28 of the Conservation Authorities Act. The position is also responsible for commenting on Planning Act notifications with regards to Section 3.1 – Natural Hazards of the Provincial Policy Statement. Start date for this position is January 11, 2021 to December 31, 2021 with the possibility of extension.

The job is located at the Crowe Valley Conservation Authority office in Marmora, Ontario. The pay range for this position is \$60,736 - \$69,240 annually based on a 40/hr work week and will start January 11, 2021. Enrollment into OMERS pension plan *may* be offered to the successful candidate if they meet the criteria for voluntary enrolment set out by OMERS.

Responsibilities:

1. Review and process Regulation permit applications in accordance with provincial and CVCA policies.
2. Enforce the Regulation, including investigating violations and facilitating prosecutions.
3. Review and comment on circulated Planning Act applications.
4. Provide information and liaison between the Authority, its member municipalities, and the public regarding the Planning and Regulations program.
5. Other appropriate duties as assigned, to support the organizations various programs.

Qualifications:

1. Graduation from a university or college program in environmental science, physical geography, resource management, planning, or related field. Or 1-2 years of related work experience.
2. Experience with Section 28 of the Conservation Authorities Act, The Planning Act, and GIS experience are assets.
3. Is certified or has the ability to be certified as a Provincial Offences Officer.
4. Excellent communication and time management skills, and word processing ability.
5. Possession of a valid Ontario Driver's Licence and ability to perform site inspections in various types of terrain and weather.

How to Apply:

Apply by email with your cover letter and resume to:

- Lou Young- info@crowevalley.com – Attention: Tim Pidduck, General Manager
- Please include "Regulations Officer" in the subject line of your email
- Application Deadline is December 7, 2020

We thank all applicants for their interest, however only those selected for an interview will be contacted.
