



Raisin Region Conservation Authority

18045 County Road 2, P.O. Box 429, Cornwall, ON K6H 5T2

Tel: 613-938-3611 Fax: 613-938-3221 www.rrca.on.ca

Employment Opportunity

Title: Conservation Lands Assistant
Reports To: Team Lead, Field Operations
Location: RRCA Administration Office, 18045 County Road 2, Cornwall ON

Position Type: Short-term contract
Salary Range: \$22.73 to \$28.41
Start date: Immediately to December 2023

Summary: The Conservation Lands Assistant supports the Raisin Region Conservation Authority's (RRCA) maintenance program which includes roads, trails, picnic areas, marina, landscaping, water control structures and Authority-owned buildings.

Main responsibilities: (This is not an exhaustive list)

- Support conservation area maintenance (e.g. dock and marker buoy installation, picnic table replacement, staining/painting, grass cutting, trail grooming, garbage disposal, etc.).
- Support conservation area enhancements (e.g. road construction, buildings, picnic areas, forestry, site grading, etc.).
- Ensure that RRCA land is safe for public use.
- Support water control structures management, as directed by Team Lead.
- Operate equipment such as tractor, bobcat, chipper, grass mower, ATV, chainsaw and hand operated tools.
- Perform work in accordance with the provisions of the *Occupational Health and Safety Act* and Regulations and all corporate/departmental policies and procedures related to Occupational Health and Safety.
- Perform other duties as required.



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Education/Experience:

- High School education diploma.
- Chainsaw safety training is an asset.
- Valid Ontario Class G Drivers License or equivalent.
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic/experience requirements.

Skills:

- Demonstrate integrity, creativity, and enthusiasm in achieving results.
- Succeed in a fast-paced environment.
- Work effectively both independently as well as in a team environment.
- Direct activities towards timely completion of assigned tasks.
- Quickly shift priorities and adapt to changes to meet organizational and department requirements.
- Strong organizational and time management skills.
- Excellent problem-solving skills, collaborative decision-making, and analytical skills
- Adaptable to shifts in priorities or processes.
- Bilingualism (English/French) is considered an asset.

Weekly Hours: 40 hours, Monday to Friday with the occasional evening and weekend work required

To apply: Please submit your cover letter and resume to pete.sabourin@rrca.on.ca indicating the position title in the e-mail subject line. Documentation must be submitted as MS Word or PDF.

Application deadline is Friday, October 20, 2023 at 4:00 pm. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The RRCA is an equal opportunity employer in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the Ontario Human Rights Code. The RRCA is committed to providing accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability related accommodations, please notify us and we will work with you to meet your needs. Personal information provided is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*.

Date Posted: October 3, 2023

Closing Date: October 20, 2023