



EMPLOYMENT OPPORTUNITY

Conservation Assistant

Number of vacancies: 4 (four) seasonal, contract

Your Opportunity

The North Bay-Mattawa Conservation Authority (NBMCA) is a community-based unionized environmental organization. We are dedicated to conserving, restoring, developing, and managing renewable natural resources on a watershed basis, considering human, economic and natural environment needs together in an integrated watershed management approach.

Reporting to the Lands & Property Foreperson and to the Lands & Property Technician the Conservation Assistant shall assist their/her/his supervisor during the summer maintenance program at Conservation Areas throughout the NBMCA watershed. The Conservation Assistant shall participate in and promote NBMCA safety programs. The Conservation Assistant is regularly required to stand, walk, crouch, stoop, kneel and repeatedly lift objects for maintenance related tasks. The Conservation Assistant must also provide excellent customer service and possess good communication skills to work with community groups and volunteers who support the summer programs and act as an ambassador for NBMCA with members of the public. The Conservation Assistant will assist their supervisor in completing daily inspection work sheets and identifying field hazards requiring remedy. The Conservation Assistant must be self-motivated, punctual, able to work with minimal supervision, and possess a positive attitude.

Responsibilities include but are not limited to:

- Ensure the safe operation of NBMCA – owned and operated equipment;
- Know and understand NBMCA standard operating procedures;
- Carry out general maintenance and construction duties as assigned; ensure conservation; lands maintenance and operational procedures are adhered to.

Your Qualifications

- Post-Secondary education and/or High School education.
- Related field experience or related outdoor maintenance experience, including use of equipment such as grass cutting and construction equipment, hand tools and field safety equipment.
- CPR & Standard First Aid would be an asset.
- A valid minimum Class "G2" Driver's license in good standing would be an asset.
- Ability to communicate effectively with the public and staff through oral expression and in a team environment.
- Must be able to work in adverse weather conditions, uneven terrain, and available to work weekends and holidays as required.

Your Reward

Wage rate is \$17.20 per hour (35-hour week) plus 4% vacation pay

This seasonal, contract position works from May 12, 2025 to August 22, 2025.

To Apply

Please send your resume and cover letter no later than **Friday March 28, 2025 at 4:00pm to:**

Email: jobs@nbmca.ca

Human Resources

North Bay- Mattawa Conservation Authority

15 Janey Avenue

North Bay, ON

P1C 1N1

Our Mission

The North Bay-Mattawa Conservation Authority provides leadership through coordination of watershed planning, implementation of resource management programs and promotion of conservation awareness in cooperation with others.

Our Vision

Providing effective leadership in the management of our watersheds where partners and communities are actively engaged in balancing human needs with the needs of the natural environment.

Our Values

- **Action:** Establish priorities and undertake initiatives based on desired results, ensuring that actions or decisions are undertaken individually and collectively in an accountable and timely manner.
- **Collaboration:** Work together with our partners and communities to strengthen our approach and create synergy for improving watershed management.
- **Innovation:** Be a leader in science-based integrated watershed management that accommodates taking new approaches to our business.
- **Transparency:** Communicate and share information and ideas using appropriate language and outreach techniques to bring about clear understanding.
- **Integrity:** Ensure that actions or decisions do not compromise our fundamental values or principles.

We thank all applicants for their interest; however only those selected for an interview will be contacted. NBMCA is an Equal Opportunity Employer in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. NBMCA will accommodate applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.