

EMPLOYMENT OPPORTUNITY

Manager, Lands & Stewardship



Your Opportunity

The North Bay-Mattawa Conservation Authority (NBMCA) is a community-based 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 CAO, the Manager, Lands & Stewardship is a full-time (non bargaining unit) position in a multi-disciplinary team environment. You will oversee all aspects of the Conservation Authority's lands and stewardship programs, including conservation areas & capital works, manage the acquisition/disposition processes for land holdings, administration of leases, licenses and management agreements, and overseeing the natural heritage and restoration programs on Authority-owned properties. You will develop draft budgets for the program area and ensure expenditures are within the approved budget while ensuring supporting insurance coverages are in place. You will manage and supervise unionized staff and enforce the Collective Bargaining Agreement, Conservation Authorities Act & Regulations., and all other relevant regulations and Acts. Designation as Provincial Offences Officer is required.

Responsibilities include but are not limited to:

- Prepare annual draft budget and budget forecasting for field related programs.
- Responsible for acquisition of environmentally significant properties and disposition of surplus properties, including making applicable municipal application(s) necessary for disposition - ensuring regular communication with municipal and provincial offices/staff regarding land and property matters and Minister's Approvals, etc.
- Responsible for the administration of leases, licenses and management agreements with residential, commercial and municipal/government tenants.
- Prepare short and long term work plans, management plans and set priorities, goals and strategies to guide the management of lands that align with the strategic objectives of the NBMCA.
- Promote a health and safety culture within the Property department by ensuring compliance with the Occupational Health and Safety Act, other applicable legislation, regulations, and NBMCA policies and procedures.
- Write grant funding proposals to support significant revenue.
- Monitor and make decisions on conditions or hazards in facilities.
- Oversee the backflood control structure under the flood monitoring program of the NBMCA.
- Maintain Conservation Areas (CAs), provide technical advice, and estimates for projects.
- Budget Maintenance of CA facilities including buildings and others.
- Prepare request for quotes for maintenance and capital works, obtain quotes, liaise with contractors and associates.
- Assist with the implementation of changes to relevant legislation including the Conservation Authorities Act.
- Train and supervise staff as required.
- Delegating and prioritizing work.
- Attending meetings, both internal & external.
- Additional time and Standby time is required.
- Review contracts and agreement renewals.
- Maintenance equipment operation.
- Oversee the NBMCA fleet vehicles and equipment including: annual vehicle/fleet inspections,

dispositions of equipment and equipment purchase.

- Implement NBMCA policies as it pertains to Conservation Areas, this includes conservation area inspection policy.
- Enforcement – Provincial offences officer for the conservation areas and collaboration/support for other Conservation Authority regulations and community groups as required.
- Field work.
- Travel may be required.
- Other duties as assigned.

Your Qualifications

- Minimum of five years of management/supervisory experience in a planning/real estate environment is considered an asset.
- Demonstrated experience in financial analysis and the preparation and administration of budgets.
- Knowledge of relevant legislation including, but not limited to, the Conservation Authorities Act, the Occupational Health and Safety Act, Provincial Offences Act, Assessments Act, Expropriation Act, Residential and Commercial Tenancies Acts and other applicable legislation.
- Experience in developing and administering commercial and residential leases, agreements, licenses, etc.
- Experience in negotiating real estate transactions and dealing with other professionals in the legal and development industry.
- University degree with a major in Public Administration, Planning, Business Administration, or related discipline.
- Excellent written communication skills with demonstrated ability to prepare correspondence, technical reports, financial analyses, board reports, and other documents. Experience with proposal writing, policy development and contract administration.
- Registered Professional Forester designation would be considered as an asset
- Chainsaw operators certificate.
- Must be able to work in adverse weather conditions, uneven terrain, regularly required to stand, walk, crouch, stoop, kneel and repeatedly lift objects for maintenance related tasks.
- Pleasure Craft operators' certificate.
- Excellent problem solving, time management, communications and organization skills and ability to work with limited supervision.
- A positive and professional demeanor, ability to work effectively independently and as part of a team.
- Demonstrated ability to work in a fast-paced environment, while meeting daily deadlines and maintaining accuracy.
- Valid MTO "G" driver's license with a clean driving record.
- Part 1 and Part 2 Joint Health and Safety certification.

Your Reward

Salary range of \$42.30 to \$49.48 per hour based on a 35-hour work week.

Full-time employment.

You will work with a creative, talented and solutions-focused team.

Benefits package and participation in the OMERS defined benefit pension plan.

To Apply

Please send your resume and cover letter no later than **Friday January 3 2025 at 4:30pm**

(Eastern Standard Time) to:

Email: jobs@nbmca.ca

Human Resources

North Bay-Mattawa Conservation Authority, 15 Janey Avenue, North Bay, ON P1C 1N1

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.