

# EMPLOYMENT OPPORTUNITY

## Manager, Lands & Stewardship

### **Who We Are**

North Bay-Mattawa Conservation Authority (NBMCA) was founded in 1972 by the Province of Ontario. As a community-based, non-profit environmental organization, NBMCA is dedicated to conservation, restoration and sustainable development on a watershed basis, considering human, economic and natural environment needs together in an integrated watershed management approach. NBMCA is one of 36 Conservation Authorities who are members of Conservation Ontario.

NBMCA acknowledges that we are in Robinson-Huron Treaty territory, the Traditional Territory and Treaty Lands of the Nbisiing Anishinaabeg, as well as the unceded and ancestral Traditional Territory of the Algonquin People.

### **Your Opportunity**

The Lands Manager is responsible for the stewardship, management, and sustainable use of NBMCA-owned lands and conservation areas. This role ensures ecological integrity, public safety, and compliance with applicable legislation while promoting community engagement and recreational opportunities. Reporting to the General Manager, the Lands Manager leads land management planning, oversees maintenance and restoration projects, and collaborates with municipalities, Indigenous communities, and partners to advance conservation goals.

### **Structure**

- Oversees land management staff, students, seasonal employees, and volunteers, including unionized staff.
- Supervise contractors as required.
- Works closely with other program managers to integrate land stewardship with watershed initiatives.
- Serves as the primary contact for land management operations and conservation area planning.

### **Key Responsibilities**

#### **Land Stewardship Operations**

- Develop and implement management plans for NBMCA-owned lands and conservation areas.

- Monitor ecological health, including forests, wetlands, and wildlife habitats; implement restoration projects and invasive species control.
- Oversee maintenance of trails, signage, facilities, and infrastructure to ensure public safety and accessibility.
- Manage all aspects of the maintenance equipment and fleet vehicles, including annual inspections, purchases, and dispositions.
- Monitor the enforcement of Section 29 of *Conservation Authorities Act* as a designated Provincial Offences Officer.

### Property Management and Real Estate

- Manage acquisition and disposition of properties, including municipal applications and Minister's Approvals.
- Administer leases, licenses, and management agreements for residential, commercial, and municipal/government tenants.
- Conduct property evaluations for acquisitions, donations, and conservation easements; maintain accurate land records.
- Negotiate real estate transactions and liaise with legal and development professionals.

### Planning & Policy

- Prepare and update land management policies and procedures.
- Manage the NBMCA infrastructure including purchasing and maintenance equipment program.
- Support enforcement of regulations on NBMCA lands and liaise with municipal by-law officers as needed.
- Assist with the implementation of changes to relevant legislation, including the *Conservation Authorities Act*.
- Coordinate the back flood control structure under the flood monitoring program of the NBMCA.

### Enforcement and Safety

- Act as a Provincial Offences Officer for conservation areas, enforcing relevant regulations and collaborating with other authorities and community groups.
- Promote a health and safety culture, ensuring compliance with the *Occupational Health and Safety Act*, other applicable legislation, and NBMCA policies; ensure use of all required protective equipment and devices for staff, contractors, sub-contractors and visitors.
- Create and maintain emergency response plans for conservation areas, including flood and fire prevention measures.

## Community Engagement and Partnerships

- Build relationships with municipalities, Indigenous communities, NGOs, and recreational user groups.
- Promote public awareness of conservation lands through outreach, events, and educational initiatives.
- Respond to public inquiries and manage stakeholder expectations regarding land use.
- Attend internal and external meetings.

## Financial & Administrative Management

- Prepare annual draft budgets and budget forecasting for fleet, facilities, equipment and field-related programs; ensure expenditures are within approved budgets.
- Pursue grant funding opportunities and write proposals to support significant revenue.
- Prepare reports for the General Manager and Board on land management activities, risks, and performance metrics.
- Prepare requests for quotes for maintenance and capital works, obtain quotes, and liaise with contractors and associates.
- Review contracts and agreement renewals.

## Required Knowledge, Skills & Abilities

- Strong understanding of land stewardship, forestry, ecological restoration, and property management practices.
- Strong technical and field expertise.
- Sound knowledge of relevant legislation: *Conservation Authorities Act, Occupational Health and Safety Act, Provincial Offences Act, Assessment Act, Expropriations Act, Residential Tenancies Act, Commercial Tenancies Act* and other applicable legislation.
- Flexible and adaptable to legislative changes.
- Experience in developing and administering leases, agreements, licenses, and real estate transactions.
- Proficiency in GIS and mapping tools; ability to interpret ecological data.
- Excellent verbal, and written communication skills for all correspondence, technical reports, financial analyses, creating board reports and proposals.
- Ability to deliver clear, well-structured presentations.

- Project management and budgeting expertise.
- Excellent problem solving, time management, communication, and organization skills.
- Ability to work independently and as part of a team in a fast-paced environment while meeting deadlines.
- Solid negotiating and conflict management skills.
- Flexible and open-minded, with the ability to adapt to shifting priorities.

## **Education & Experience**

- Minimum 2-year diploma in natural resources/environmental management, environmental science, forestry or related discipline; 3-year diploma preferred. Equivalent education may be acceptable.
- Minimum 5 years of experience in land management, planning, conservation, or related field, including demonstrated leadership and management experience.
- Required to be eligible for designation as a Provincial Offences Officer under S. 29 of the *Conservation Authorities Act*
- Experience with enforcement, property evaluations, and partnership development is an asset.
- Certificates considered an asset: Chainsaw Operator's certification, Pleasure Craft Operator's Certificate, Motorized Snow-Vehicle Operator's License, and Joint Health and Safety certification (Part 1 & 2).

## **Working Conditions**

- Combination of office and field work.
- Regularly required to work outdoors in adverse weather and uneven terrain.
- Regularly required to stand, walk, crouch, stoop, kneel, and lift objects for maintenance-related tasks.
- Occasional evening/weekend commitments for meetings or events.
- Must be available for work outside regular hours, including standby time.
- Valid Ontario G-class driver's license required. (Required to be validated annually).

## **Compensation**

Salary Range - \$43.57 to \$50.97 per hour, based on a 35-hour work week.

Full-time employment (non-unionized).

Benefits package and participation in OMERS defined benefit pension plan.

## **To Apply**

Please send your cover letter and resume no later than Friday, February 13, 2026 at 4:30 pm (EST) to: [jobs@nbtca.ca](mailto:jobs@nbtca.ca)

Attention: Hiring Manager

North Bay-Mattawa Conservation Authority, 15 Janey Ave., 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 AODA (Accessibility for Ontarians with Disabilities Act, 2005), NBMCA will provide accommodations throughout the recruitment process and employment to applicants. If you require an accommodation, please contact Liza Vandermeer at [liza.vandermeer@nbtca.ca](mailto:liza.vandermeer@nbtca.ca). All personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*.