

EMPLOYMENT OPPORTUNITY

Drinking Water Source Protection Program Coordinator

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 environmental needs together in an integrated watershed management approach.

Reporting to the CAO, the Drinking Water Source Water Protection (DWSP) Program Coordinator is a full-time (non-bargaining unit) position in a multi-disciplinary team environment. You will oversee all aspects of the DWSP program including providing technical input and analysis regarding the development of DWSP policies for the Source Water Protection program and provide administrative support to the Source Protection Committee (SPC). You will facilitate the ongoing development of a regional source water protection plan that represents municipalities and other stakeholders under the Clean Water Act. You will manage and supervise unionized staff and enforce the Collective Bargaining Agreement.

Responsibilities include but are not limited to:

- Coordinate and implement the DWSP program under the Clean Water Act, including developing the annual progress report and annual budgets and financial reports required by provincial funding agreements, supporting the role and functions of the Source Protection Committee and Source Protection Authority and engaging local stakeholders including Nipissing First Nation.
- Carry out locally initiated or ministry ordered amendments to the Source Protection Plan and Assessment Report.
- Prepare agendas and coordinate assembly of reports for meetings of the Source Protection Committee and Municipal working groups and record meeting minutes.
- Support municipalities in fulfilling their Source Protection Plan implementation responsibilities and undertake other functions related to their role including providing advice and technical services to municipal staff, business landowners or other persons about the Source Protection Plan and overall Drinking Water Source Protection Program.
- Present program updates to the Source Protection Authority Board of Directors.
- Coordinate and compile collection of data, compile responses and develop conclusions to prepare annual progress reports.
- Build and maintain working relationships with municipal, federal agencies, user groups and private interests.
- Supervise and assist the watershed monitoring staff.
- Assist with flood forecasting and warning and low water programs.
- Assist with the implementation of changes to the Conservation Authorities Act.
- Work in cooperation with other managers and their teams.
- Assist with the development of a strategic plan.
- Travel may be required.
- Other duties as assigned.

Your Qualifications

- Minimum of 3 years of relevant experience
- Strong attention to detail, excellent organizational and time management skills
- Proven written, verbal and interpersonal communications skills
- Demonstrated analytical, research and technical report writing skills and an aptitude for policy and technical work
- Ability to meet deadlines and work with minimal supervision, and maintain confidentiality
- Minimum four-year University Degree in Geography, Planning or Environmental Studies or relevant program
- Working knowledge of resource management
- Ability to understand technical reports such as management reports, Clean Water Act assessment reports and Technical Rules, etc. and relate them to current policies and objectives
- Ability to interpret legislation especially as relevant to the Clean Water Act, Conservation Authorities Act, Ontario Health and Safety Act, etc.
- Demonstrated experience in financial analysis and the preparation and administration of budgets
- Advanced computer skills including MS Office, GIS
- Valid MTO "G" driver's license with a clean driving record
- Supervisory experience in a unionized environment
- A satisfactory police records check (Criminal and Judicial Matter Check) is required
- A positive and professional demeanor, with a passion for supporting and enabling a talented team
- On-call for programs including flood forecasting and warning
- Working knowledge of Source Water Protection and the Clean Water Act would be considered an asset
- First aid and CPR would be considered an asset

Your Reward

Salary range of \$72,289.40 to \$84,575.40 per year.

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.

Free access to Conservation Ontario parks.

To Apply

Please send your resume and cover letter no later than **4:00 pm April 22, 2025 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.