

## **EMPLOYMENT OPPORTUNITY**

### **Manager, Source Water Protection**

#### **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 Chief Administrative Officer, the Manager, Source Water Protection, is responsible for the Drinking Water Source Protection (DWSP) program under the Clean Water Act.

The position is responsible for:

- The coordination, administration and oversight of the DWSP program.
- Carrying out locally initiated or ministry ordered amendments to the Source Protection Plan and Assessment Report.
- Developing the annual progress report, annual budgets, and financial reports required by provincial funding agreements.
- Supporting municipalities in fulfilling their Source Protection Plan implementation responsibilities and undertaking other functions related to their role including providing advice and technical services to municipal staff, business landowners and other persons about the Source Protection Plan and overall Drinking Water Source Protection Program.
- Preparing agendas and coordinate assembly of reports for meetings of the Source Protection Committee and Municipal working groups and record meeting minutes.
- Presenting program updates to the Source Protection Authority Board of Directors.
- Building and Maintaining working relations with municipal, federal agencies, user groups and private interests.
- Supervising Water Resources Specialist and GIS Technician

#### **Your Qualifications**

- Minimum University Degree in Environmental, Planning or Environmental Studies or relevant program.
- Minimum five-years relevant experience.
- Minimum of two (2) years on the job supervisory experience.
- Strong attention to detail, excellent organizational and time management skills.
- Proven written, verbal and interpersonal communication 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.
- Ability to interpret legislation especially as relevant to the Clean Water Act, Conservation Authorities Act, Ontario Health and Safety Act.
- Demonstrated experience in financial analysis and the preparation of an administration of budgets.
- A positive and professional demeanor, with a passion for supporting and enabling a talented team.

**Compensation**

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

Non-union - Salaried

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 June 30, 2025, at 4:30pm (Eastern Standard Time) to:

Email: [carolyn.rodgers@nbmca.ca](mailto:carolyn.rodgers@nbmca.ca)

Attention: Chief Administrative Officer

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.