

RIDEAU VALLEY CONSERVATION AUTHORITY

JOB DESCRIPTION

Position Title: Resource Specialist	
Department: Planning and Regulations	Supervisor's Position Title: Director of Science and Planning
Classification: Band 4	Date of Issue: November 21, 2019

JOB SUMMARY

This position ensures the efficient processing of permits and applications by providing administrative and technical support to the Planning and the Regulations departments. The Resource Specialist assists in the review of applications; conducts site visits and handles all aspects of document management including data entry and tracking. Working in collaboration with other staff, the Resource Specialist responds to regulatory, planning and environmental inquiries and satisfies the information needs of clients.

RESPONSIBILITIES

1. Provide comprehensive, accurate and timely information on a broad spectrum of environmental/water/property related topics to clients. When necessary, refer clients to technical staff within RVCA or outside agency for more detailed information.
2. Respond to property inquiries by identifying location, features and constraints of property and explaining any potential environmental impact of development and site alteration in regulated areas. Describe the relevant regulatory and planning processes and clarify policies as necessary.
3. Assist planning and regulations staff with their assessment of various applications under the *Planning Act* and the *Conservation Authorities Act* by identifying regulatory and policy requirements, issues or constraints and assembling preliminary information.
4. Process routine permit applications under Ontario Regulation 174/06 — Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation.
5. Occasionally conduct site visits to confirm location of property and verify site conditions by taking photos and measurements and recording observations about the property prior to permit issuance. Verify compliance with permit conditions and erosion and sediment control and confirm work completed in order to close file.
6. Research and respond to confidential legal inquiries such as clearance letters associated with Section 28 of the *Conservation Authorities Act*.

7. Manage paper and digital records by organizing and uploading photos and other information to databases and by filing and scanning documents.
8. Consult with engineers, architects, surveyors, contractors, internal and external agency staff to request information or to obtain clarification.
9. Assist with public open houses for natural hazards mapping, related studies and flood/erosion control projects.
10. Provide information to the public during flood events and low water conditions.
11. Other duties as assigned.

WORKING CONDITIONS AND PHYSICAL EFFORT

- Desk work (90%)
- Site visits (10%)
- Some moderate lifting
- Some long distance driving
- Occasional evening and weekend work required

MINIMUM QUALIFICATIONS

- College Diploma in planning technology, natural resource management; or related environmental sciences
- Two years relevant experience, preferably in a customer service environment;
- Knowledge of the Conservation Authorities Act and related regulation programs and policies;
- Knowledge of the Planning Act, related application processes and the Provincial Policy Statement
- Ability to interpret and scale technical and construction drawings, aerial photography and maps;
- Experience working with GIS
- Good working knowledge of the Microsoft Office suite of products (Word, Excel, Access, Internet Explorer and Outlook);
- Excellent verbal and written communication skills in English. The ability to communicate verbally in French is an asset.
- Strong analytical and organizational skills.
- Strong negotiation skills and the ability to diplomatically handle difficult conversations;
- Demonstrated ability to work well independently and in a team environment;
- Physically capable of navigating difficult terrain;
- Valid driver's license and a relatively clean driving record is mandatory;
- Strong commitment to championing protection of the environment and the safeguarding of land and water resources.

HEALTH AND SAFETY REQUIREMENTS

To meet health and safety standards and regulations, the incumbent must be trained and/or evaluated in the following areas.

- RVCA Driver's Test
- WHMIS
- First aid and CPR an asset