

EMPLOYMENT OPPORTUNITY

Conservation Assistant

GENERAL JOB DESCRIPTION

The North Bay-Mattawa Conservation Authority's (NBMCA) Conservation Assistant shall assist his/her supervisor during the summer maintenance program at Conservation Areas throughout the NBMCA watershed. The Conservation Assistant shall participate in and promote NBMCA safety programs and should be familiar with various types of grass cutting and construction equipment, hand tools and field safety equipment. The Conservation Assistant is regularly required to stand, walk, crouch, stoop, kneel and repeatedly lift objects for maintenance related tasks. The Conservation Assistant must also provide excellent customer service and possess good communication skills to work with community groups and volunteers who support the summer programs and act as an ambassador for NBMCA with members of the general public. The Conservation Assistant shall assist their supervisor in completing daily inspection work sheets and identifying field hazards requiring remedy. Individual must be self-motivated, punctual, able to work with minimal supervision, and possess a positive attitude.

QUALIFICATIONS

- Post-Secondary education and/or High School education;
- Related field experience or related outdoor maintenance experience;
- CPR & Standard First Aid would be an asset;
- A valid minimum Class "G2" Driver's license in good standing would be an asset;
- Must be between the ages of 16 to 24 and planning to return to school in the fall;
- Ability to communicate effectively with the public and staff through oral expression and in a team environment;
- Must be physically fit, able to work in adverse weather conditions and available to work weekends and holidays as required.

SUMMARY OF TASKS

- Ensure the safe operation of NBMCA – owned and operated equipment;
- Know and understand NBMCA standard operating procedures;
- Carry out general maintenance and construction duties as assigned; ensure conservation lands maintenance and operational procedures are adhered to.

COMPENSATION \$14.25 (35 hour week) **JOB DURATION** May 10 to August 20, 2021.

Candidates must submit their resume and cover letter, no later than **Friday March 19, 2021 at 4:30pm** to the attention of:

North Bay- Mattawa Conservation Authority
15 Janey Avenue
North Bay, Ontario P1C 1N1
Fax: (705)-474-5420
Email: jobs@nbmca.ca

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.