

EMPLOYMENT OPPORTUNITY

On-site Sewage System Planning & Regulations Technician

One-year contract

North Bay Office

Your Opportunity

The North Bay-Mattawa Conservation Authority (NBMCA) is a community-based environmental agency that provides value-added services to our watershed residents. Under the direction of the Conservation Authorities Act, NBMCA undertakes a broad range of programs, including watershed management, flood and erosion control, flood forecasting & warning, recreation, water level monitoring and plan input & review. NBMCA is also the approval authority for on-site sewage systems (OSS) approvals in designated areas within Nipissing and Parry Sound Districts, under the Ontario Building Code.

NBMCA is looking to hire an experienced technician to work as part of an interdisciplinary team to augment NBMCA's planning and development program. The Planning and Development team is responsible for ensuring that proposed development and site alterations are carried out in conformance with provincial and municipal regulations as well as the Authority's policies and procedures.

Working out of the North Bay office and reporting to the Director, Planning and Development/Deputy CAO, the technician's primary duty is to coordinate the review of planning applications for OSS staff, in both the North Bay and Parry Sound offices. The technician will provide support regarding Planning Act comments related to Part 8 (Sewage Systems) of the Ontario Building Code. Review and process planning applications within various municipalities and unincorporated areas, research relevant Municipal Official Plans and Zoning By-laws to prepare inspection packages for OSS staff. Prepare letters for the review and approval of OSS staff.

There is the opportunity for cross-training within the Regulations department. The technician will assist the Regulations Officer with administrative duties for the department including processing applications received for permissions under Section 28 of the Conservation Authorities Act including evaluation of applications for policy compliance, collecting payment, emailing, mailing, filing and data entry. Assist planning and regulations staff with site inspections as required. Produce department activity summary reports for board meetings, as directed.

The technician will provide administrative support and other duties as assigned.

Your Qualifications

- A bachelors' degree in planning, resource management, environmental science, or a geography-related discipline.
- Minimum of two (2) years' experience in a planning or regulatory environment.
- Intermediate to advanced administrative skills, including letter writing, filing, database and file information management, data management, and note taking.
- Demonstrated professional and business communication skills (both verbal and written).
- Strong computer and word processing abilities (e.g., MS Word, Excel, PowerPoint, Access, document management software and use of digital mapping software).
- Demonstrated experience providing customer service to the public.

- Demonstrated time management, analytical, and organization skills.
- Critical thinking and problem-solving capabilities to ensure independent work habits.
- Demonstrated ability to work independently and in a team environment.
- Demonstrated ability to work to tight deadlines with multiple competing workload pressures.
- Familiarity with the Ontario Building Code, the Conservation Authorities Act and associated Section 28 Regulations, the Planning Act, Municipal Official Plans and Zoning By-laws is an asset.
- Ability to interpret policies and apply policy to specific applications.
- Possession of a valid Ontario Driver's License and ability to perform site inspections, when required, in various types of terrain

Your Reward

Salary range of \$25.70 to 30.07 per hour, based on a 35-hour work week

One-year contract

You will work in an inspiring setting with views of the Laurentian Escarpment Conservation Area and ski hill

You will work with a creative, talented and solutions-focused team

Free access to Conservation Ontario parks

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.

To Apply

Please send your resume and cover letter no later than **Friday, October 7th, 2022, at 4:00 pm** to:

Helen Cunningham
Manager, Finance & Human Resources
North Bay-Mattawa Conservation Authority
15 Janey Avenue
North Bay, Ontario P1C 1N1

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.