

## **OTONABEE CONSERVATION Position Description**

**Position Title:**      **Watershed Biologist**  
**Section:**              **Environmental Services**

**Reports to:**          **Manager, Environmental Services**  
**Date:**                  **August 2010**

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### **Purpose of the Position**

To work with local agencies and municipalities in implementing the Authority's Section 28 Regulation, the Provincial Policy Statement and the implementation of Section 35 of the Federal Fisheries Act related to the protection of natural heritage features in the Otonabee Region Watershed.

To provide technical expertise in the areas of aquatic and terrestrial biology through participation in the development and implementation of environmental projects and monitoring programs.

### **Major Responsibilities**

- Review and provide technical advice to staff regarding general environmental and biological concerns in accordance with the Authority's Section 28 Regulation and the Provincial Policy Statement
- Assist planning and regulations staff with input and review of development proposals to ensure protection of fish habitat under the Level 3 DFO/Authority Agreement.
- Provide support to engineering staff with respect to stream and river rehabilitation projects by providing ecological input relative to shore, littoral, riparian and fisheries habitats.
- Assist with the development and implementation of detailed restoration resource management plans, and projects to improve water quality, control erosion and restore fish and wildlife habitat.
- Coordinate the delivery of monitoring programs to assess Watershed Health with a focus on:
  - Surface Water Quality Monitoring and Evaluation (water chemistry and benthics)
  - Aquatic health
  - Overall ecosystem integrity
  - Including sample collection, equipment maintenance, training and reporting

## Specific Responsibilities

1. Remain current on recent developments and policies regarding aquatic ecosystems and their management, watershed stewardship, fisheries, land use planning and CA regulations related to the protection of natural heritage features.
2. Review and evaluate development proposals, EIS and other studies in the context of protecting Natural Heritage features and meeting the requirements of the Level 3 DFO habitat partnership agreement.
3. Provide technical expertise related to aquatic and terrestrial biology for Planning and Regulations Department staff.
4. Acquire information related to fisheries and natural heritage features through liaising with other agencies, research and in house data collection.
5. Participate in preparation of project proposals and administer projects including applications for necessary approvals through federal, provincial and municipal agencies
6. Participate in preparation of Watershed Report Cards.
7. Assist with the coordination of volunteers, internships and placements related to the completion of environmental projects.
8. Prepare correspondence, reports and attend program specific meetings as required.
9. Liaise with member municipalities, provincial ministries, the federal government and other agencies as required regarding the Authority's Environmental Services and Planning and Regulations programs/
10. Participate in section and Authority strategic planning and inputs to the development of programs and policy.
11. Input to the development of the budget the Environmental Services Department.
12. Attend Authority Executive, Committee and Board meetings as required.
13. Work with other staff of the Authority as required to ensure coordinated delivery of the Environmental Services Programs, Planning and Regulations and other Authority programs.
14. Participate in the development and delivery of environmental education programs.

15. Assist with hiring, training, supervision and direction of staff, and as required retain consultants to undertake studies in support of the activities of the Environmental Services Department.
16. Monitor the availability of special source funding and assist with applications for funds through section Manager and other staff.
17. Represent the Authority at meetings on matters related to the Authority and occasionally required to work and/or travel outside of normal office hours.
18. Assist with identification and development of projects related to watershed stewardship and habitat restoration
19. Participate in development and implementation of health and safety programs and policies.
20. Participate in the development and implementation of activities and or workshops to inform and educate member municipalities, staff, and watershed residents about Otonabee Conservation's Environmental Services Programs.
21. Remain current with recent developments and policies related to Watershed Health, Watershed Stewardship, Fisheries, and Planning and Regulations related to the protection of natural heritage features.
22. Promote Environmental Services department through collaboration with communications staff.
23. Participate in the development and implementation of watershed restoration/stewardship projects on private and public lands in partnership with other groups, agencies or organizations.
24. Assist in the preparation of project proposals including terms of reference, budgets, work-plans and schedules, and direct the delivery of such projects.
25. Coordinate the activities related to the Level 3 Agreement with DFO for the enforcement of Section 35 of the Federal Fisheries Act including;
  - a. Liaison with DFO staff regarding the terms and conditions of the agreement, including funding and reporting;
  - b. Development of special projects as DFO funding permits;
  - c. Liaison with DFO regarding individual files, violations, plans;
  - d. Attend training with DFO as required.
26. Provide technical support to Environmental Services Department, Planning and Regulations Department, Board of Directors and landowners as required.

27. Develop and maintain effective partnerships and client relations with municipal, provincial, and federal government staff, other agencies/groups, consultants, academics and the general public.
28. Participate in the review of Permit to Take Water Applications circulated by the MOE.
29. Solicit and secure partnerships and funding for projects and programs as required.
30. Liaise with ministries, agencies and other organizations to ensure a coordinated approach to natural resource management within the watershed and to improve understanding of Conservation Authority responsibilities.
31. Work towards continuous improvement related to occupational health and safety, more effective communications and strong relationships with staff.
32. Work to constantly improve the working relationship between department staff, board members and municipalities.
33. Assist in the development of workplans for internships and student placements with assistance from appropriate staff.

## **Qualifications**

- A degree in biology or related discipline from an accredited university or equivalent education and experience and at least three to five years of related work experience.
- Sound working knowledge of the theories and principles of natural resource management, including fisheries, terrestrial, wetland and aquatic ecosystems
- Experience in fish and wildlife identification
- Working knowledge of environmental monitoring programs including sampling protocols, analysis and basic chemistry.
- Working knowledge of applicable protocols and methodologies including the Stream Assessment Protocol for Ontario; the Ontario Wetland Evaluation System, and the Ecological Land Classification System.
- Knowledge of bioengineering techniques used in fisheries management and stream and river habitat rehabilitation.
- Knowledge of relevant provincial and federal legislation including The Fisheries Act, the Conservation Authorities Act, the Environmental Assessment Act, the Species at

Risk Act, the Oak Ridges Moraine Act and Conservation Plan, the Lakes and Rivers Improvement Act, the Public Lands Act, the Planning Act and the Provincial Policy Statement.

- Air photo interpretation and map reading skills as related to resources management.
- Excellent oral and written communications skills (public speaking and technical writing) and the ability to work effectively with colleagues and the public.
- Excellent time management and organizational skills
- Strong computer skills and experience with word processing, spreadsheets and databases.
- Must have a valid Province of Ontario driver's licence.

### **Physical Skill and Effort**

- Working time is spent primarily in a combination of outdoor and office environments. Extended periods of time working at a computer could lead to fatigue. May need to work in wet insect infested areas and traverse irregular terrain. May include potential exposure to inclement weather.
- Occasional travel outside working hours.
- Occasional attendance at meetings, seminars, workshops etc. outside of regular business hours.
- Generally requires visual attention to detail.
- Manual dexterity required for operation of office equipment.