



# LOWER TRENT CONSERVATION

714 Murray Street, R.R. 1, Trenton, Ontario K8V 5P4

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Registered Charitable Organization No. 107646598RR0001

## Environmental Stewardship Technician

### Job Description

*Contract position for approximately 8 months*

#### GENERAL DESCRIPTION:

The Environmental Stewardship Technician will report to the Manager, Community Outreach and Special Projects and will assist with the Bay of Quinte Remedial Action Plan (BQRAP) stewardship programs and other initiatives such as the Quinte Farm Research and Stewardship Collaborative and a research project using remote sensing to assess field cover during the non-growing season. This includes landowner contact, field work, data management, digital and hard copy file management, assisting with meetings, workshops and stewardship programs, and development of proposals for future stewardship programs.

#### PRIMARY DUTIES:

1. Provide high quality service to meet LTC, partner, and public expectations.
2. Deliver BQRAP stewardship urban and rural stewardship programs including:
  - a) Provide day-to-day direction to any students who may be hired for the program (equipment, training, and ensure work plan completion and quality control)
  - b) Assist with the promotion of the programs (brochures, media releases, posters, etc.)
  - c) Arrange landowner visits, organize landowner information packages
  - d) Provide advice and information on incentives to landowners participating in the stewardship programs
  - e) Collect soil samples on agricultural fields as per established protocols
  - f) Process landowner project applications and submit to the Project Review Committee for approval
  - g) Verify satisfactory project completion to process payments to landowners
3. Assist with the Quinte Farm Research and Stewardship Collaborative including landowner contact, outreach and field work (including soil sampling).
4. Assist with the winter cover assessment project by conducting on the ground surveys of vegetative cover on agricultural fields.
5. Maintain all records and data related to the programs and assist with other BQRAP data management.
6. Adhere with all LTC policies and procedures and ensure that contractors, other agencies, or volunteers undertaking work on behalf of LTC, adhere with LTC policies.
7. Manage and assist with maintenance of the hard copy and digital filing system.

8. Undertake other related duties as required, and as assigned, by the supervisor or CAO.

**QUALIFICATIONS:**

- Successful completion of post-secondary, college, or other education in environmental studies, resource management or related field, and at least one year experience related to major job tasks is considered an asset.
- Experience dealing with landowners and the public.
- Ability to work outdoors under various environmental conditions as required.
- Proficient knowledge and use of Microsoft Office Suite tools.
- Experience with Geographic Information Systems (GIS) and Information Technology (IT) is an asset.
- Experience with file management, both digital and hard copy.
- Excellent problem solving skills.
- Excellent time management and organizational skills.
- Effective written and verbal communication skills.
- Experience working individually and in a team environment.
- Ability to work outside regular business hours, as required.
- Valid driver's license within the Province of Ontario and held in good standing.

**CONDITIONS OF EMPLOYMENT:**

- Contract position for approximately 8 months
- 40 hours/week ▪ 2021 Annual salary range \$50,501-\$59,412

**HOW TO APPLY:**

Email your cover letter (please specify where you learned of the job opportunity) clearly marked "Environmental Stewardship Technician", along with your resume by Friday, January 22, 2021 at 4:00 P.M. to:

Email: [information@LTC.on.ca](mailto:information@LTC.on.ca)

Attention: Anne Anderson, Manager, Community Outreach and Special Projects

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We thank all applicants for their interest; however, only candidates under consideration will be contacted.

Lower Trent Conservation is an equal opportunity employer in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the *Ontario Human Rights Code*. Lower Trent Conservation will provide accommodations throughout the recruitment, selection, and/or assessment process to applicants with disabilities.

Personal information provided is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*.

“working with local communities to protect our natural environment”



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