



LOWER TRENT CONSERVATION

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

■ Tel: 613-394-4829 ■ Fax: 613-394-5226 ■ Website: www.ltc.on.ca ■ Email: information@ltc.on.ca

Registered Charitable Organization No. 107646598RR0001

Conservation Lands Maintenance Assistant

Job Description

Contract hourly position for 6 months – POSITION IS DEPENDENT ON FUNDING

GENERAL DESCRIPTION:

The Conservation Lands Maintenance Assistant reports to the Manager, Conservation Lands and is part of the team responsible for ongoing maintenance and development of Conservation Areas. The position involves groundskeeping, equipment operation and maintenance, and projects including habitat restoration and trail development.

PRIMARY DUTIES:

1. Provide high-quality service to meet LTC, municipal, partner and public expectations.
2. Perform property groundskeeping, including but not limited to lawn cutting, weed trimming, digging, raking and planting.
3. Acquire estimates and quotes from contractors for various Conservation Lands related projects.
4. Assist with habitat restoration projects.
5. Implement the monitoring and removal of invasive species of flora.
6. Assist with development, maintenance and repairing of trails and facilities, including painting, fencing, grading, shoveling, garbage collection and repairs.
7. Coordinate and complete carpentry-related projects.
8. Ensure safe operation and maintenance of small engines, equipment and tools.
9. Follow health and safety policy, procedures, and legislation under all conditions; including but not limited to use of equipment, ladders, tools and vehicles.
10. Research and document activities associated with land management, habitat restoration, ecological monitoring and report updating as required.
11. Assist with setting up and dismantling of organizational program events as required.
12. Assist technical staff with the operation and maintenance of flood control structures.
13. Assist with the monitoring and maintenance of the LTC fleet.

14. Adhere with all LTC policies and procedures.

15. Undertake other related duties as required and as assigned by the Manager, Conservation Lands and/or CAO.

QUALIFICATIONS:

- Successful completion of a post-secondary education (e.g. park management, outdoor recreation, ecotourism or similar).
- Valid driver’s license within the Province of Ontario and held in good standing.
- Excellent organizational skills to set priorities, monitor progress and assist in problem solving.
- Excellent customer service skills including conflict management and resolution.
- Strong computer skills required (Microsoft Excel, Outlook, and Word) and file management.
- Physically fit and some heavy lifting (~22 kg) required.
- Experience operating tractors, all-terrain vehicles and carpentry-related power tools preferred.
- Experience with mechanical maintenance and repair (e.g., small engines) preferred.
- Experience with groundskeeping equipment required.
- Ontario Pesticide License considered an asset.
- Fall Arrest Certification considered an asset.
- Chainsaw certification considered an asset.
- Experience with silviculture, habitat restoration, management and monitoring considered an asset.
- Must qualify for Science Horizons funding program including – must be new to LTC; be aged 30 or under at start of employment; be a graduate from a post-secondary institution; a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada; be legally entitled to work in Canada; not be in receipt of Employment Insurance benefits.
- Ability to work outside regular business hours, as required.

CONDITIONS OF EMPLOYMENT:

- Contract hourly position for 6 months (*position dependent on funding*)
- 40 hours/week
- \$20.00/Hour

HOW TO APPLY:

Email your cover letter (please specify where you learned of the job opportunity) clearly marked “Conservation Lands Maintenance Assistant”, along with your resume by Wednesday, January 19, 2022 at 4:00 P.M. to:

Email: information@LTC.on.ca

Attention: David Beamer, Manager, Conservation Lands

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”



Member of Conservation Ontario
Representing Ontario's 36 Conservation Authorities