



LOWER TRENT CONSERVATION

714 Murray Street, R.R. 1, Trenton, Ontario K8V 0N1

■ 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

6-month hourly contract position

GENERAL DESCRIPTION:

The Conservation Lands Maintenance Assistant reports to the Conservation Lands Supervisor 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.

KEY 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, planting, raking, litter and garbage collection, cleaning privies and outhouses.
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 bridges including fencing, grading, shoveling, brush cutting, hazard tree identification and removal.
7. Maintenance and repairs of facilities, including painting, minor plumbing, drywall and sanding.
8. Coordinate and complete carpentry-related projects.
9. Ensure safe operation and maintenance of small engines, equipment and tools.
10. Follow health and safety policy, procedures, and legislation under all conditions; including but not limited to use of equipment, ladders, tools and vehicles.
11. Research and document activities associated with land management, habitat restoration, ecological monitoring and report updating as required.
12. Assist with setting up and dismantling of organizational program events as required.
13. Assist technical staff with the operation and maintenance of flood and erosion control structures and dam operations.
14. Assist with the monitoring and maintenance of the LTC fleet.

15. Adhere with all LTC policies and procedures.

16. Undertake other related duties as required and as assigned by the Conservation Lands Supervisor and/or CAO.

QUALIFICATIONS:

- Successful completion of a post-secondary education (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.
- Knowledge and understanding of the Ontario Health and Safety Act.
- 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.
- Experience with the supervision of staff, contractors and/or volunteers considered an asset.
- Experience interacting with members of the general public or special interest groups 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.
- Ability to work outside regular business hours, as required.

CONDITIONS OF EMPLOYMENT:

- 40 hours/week
- \$25/hour

COME WORK WITH US!

- *We offer competitive wages, a comprehensive employee benefits program and are members of the Ontario Municipal Employees Retirement System (OMERS) pension fund.*
- *Flexible work arrangement is available for most positions.*
- *You will work with staff that are creative, talented and solutions-focused.*
- *We value the professional development and wellness of our employees.*
- *You'll have free access to most of the province's conservation areas.*

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 Friday, April 26, 2024 at 4pm to:

Email: information@LTC.on.ca

Attention: Chris McLeod, Conservation Lands Supervisor

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*.