



LOWER TRENT CONSERVATION

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

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Registered Charitable Organization No. 107646598RR0001

Water Resources Project Coordinator

Job Description

Permanent, full-time position

GENERAL DESCRIPTION:

The Water Resources Project Coordinator reports to the Manager, Watershed Management, Planning and Regulations and is responsible for water resources engineering input related to the administration of Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits under the *Conservation Authorities Act*; providing natural hazard comments as a public body under the *Planning Act*; and supporting LTC's Flood Forecasting and Warning services including inspections of Flood and Erosion Control structures. This role also supports the Drinking Water Source Protection (DWSP) and other programs as a technical expert and analyst.

KEY DUTIES:

1. Provide high-quality service to meet LTC, municipal, partner and public expectations.
2. Conduct review of materials submitted in support of development applications (i.e., O.Reg. 41/24 permit submissions, Plans of Subdivision/Condominium, Site Plans, Master Environmental and Servicing Plans, Stormwater Servicing reports, etc.) and prepare written reports.
3. Participate in the review and response to major development proposals and permit applications.
4. Assist with technical inspections and investigations associated with natural hazards pursuant to the *Conservation Authorities Act* and O.Reg. 41/24. Provide recommendations on remedial solutions or corrective actions to assist in compliance matters.
5. Assist with the Flood Forecasting and Warning and Low Water Response programs. Represent the Conservation Authority on the Low Water Response Team and provide technical expertise.
6. Undertake the maintenance, inspection and operation of the flood and erosion control structures. Coordinate annual inspections and provide detailed reporting on identified deficiencies and required remedial measures.
7. Assist with the development of procedures, guidelines, strategies and system supports to guide the various programs within the Watershed Science and Services department.
8. Under the direction of the Trent Conservation Coalition (TCC) Drinking Water Source Protection (DWSP) Program Coordinator:
 - a. Provide technical expertise to review and provide input for new groundwater and surface water studies that are developed when the Assessment Report is being updated.
 - b. Help analyze development proposals to determine if they will increase the vulnerability of groundwater and surface water.

- c. Offer technical help and explanations related to the Source Protection Plan implementation and the technical rules interpretation.
9. Provide engineering expertise to other LTC programs, including the Bay of Quinte Remedial Action Plan, and Corporate Services projects such as natural/capital asset management.
10. Serve as an expert witness for Lower Trent Conservation in media engagements and legal or tribunal proceedings.
11. Prepare digital maps, using GIS software, to support LTC review of planning and regulations decisions and in response to external requests.
12. Respond to real estate and public inquiries regarding development proposals; and to information requests from consultants, other agencies and the public for planning and engineering information.
13. Prepare reports, attend meetings and make presentations for LTC Board of Directors and stakeholders.
14. Participate in technical committees, working groups and workshops and assist with education and outreach activities as assigned.
15. Undertake other related duties as assigned by the Manager or CAO.

QUALIFICATIONS:

- Minimum completion of post-secondary education in an engineering field, including a College diploma in engineering or a Bachelor's or Master's degree in engineering, water resources or related discipline.
- Possession of Engineer in Training (EIT), Ontario Professional Engineer designation (P.Eng.), Ontario Professional Geoscientist designation (P. Geo.), Licensed Engineering Technologist (LET), or Certified Engineering Technologist (CET) designation; or is eligible to obtain such designation within one (1) year of employment.
- Minimum 1 year experience related to water resources engineering, inclusive of a course/research based Master's Degree; including project management, peer review, and best management practices.
- Understanding of legislation, policies, procedures, and practices including but not limited to the *Planning Act* and the Provincial Planning Statement, the Ministry of the Environment Stormwater Management Planning and Design Manual, *Conservation Authorities Act*, *Clean Water Act*, *Lakes and Rivers Improvement Act*, *Ontario Water Resources Act*, and *Environmental Protection Act*.
- Working knowledge of stormwater management, hydraulics, hydrology, modeling, floodplain management, and data analysis including; knowledge of hydrologic/hydraulic computer models, including HEC-RAS, HEC-HMS, Visual OTTHYMO, and PCSWMM.
- Excellent verbal and written communication skills, supporting an ability to effectively communicate technical information to a variety of audiences.
- Strong time management, analytical, and problem-solving skills that relate to decision-making capabilities.
- Demonstrated ability to work effectively independently and in a team environment while maintaining scheduled project timelines.
- Good interpersonal skills to communicate effectively with the public orally and in writing, in a positive, courteous and respectful manner.

- Computer literacy using various software and administrative systems in a Microsoft Windows environment (e.g., file maintenance, word processing, spreadsheet applications, GIS software, information input and retrieval, etc.).
- Ability to work outdoors in adverse conditions such as uneven terrain, slopes, heat, cold, rain, wind, while crouching, bending, and lifting objects weighing up to 20 kilograms.
- Satisfactory police check and driver abstract.
- Valid Ontario “G” Driver’s License in good standing such that the license is not expired, suspended, or revoked, and all requirements for driving in Ontario have been met.

CONDITIONS OF EMPLOYMENT:

- 40 hours/week
- Annual salary range \$83,813.16 - \$116,617.63 (range dependent upon experience)

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.*
- *We value professional development and wellness of employees.*
- *Hybrid and flexible work arrangement is available for most positions.*
- *You will work with staff that are creative, talented and solutions-focused.*
- *We are dedicated to fostering a diverse, inclusive and equitable work environment.*
- *We are located close to the city centres of Kingston, Peterborough and Belleville; and approximately 2 hours driving distance from the Greater Toronto Area.*
- *You’ll have free access to most of the province's conservation areas.*

HOW TO APPLY:

Email your cover letter and resume (Word or PDF file(s) – **no links please**) clearly marked “Water Resources Project Coordinator” by Wednesday, October 15, 2025 at 11:59pm to the below. If you have a professional designation licence number, please include it in the resume.

Email: information@LTC.on.ca

Attention: Chitra Gowda, Manager, Corporate Services

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*.

Lower Trent Conservation does not use artificial intelligence to screen or assess candidates.