



# LOWER TRENT CONSERVATION

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

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Registered Charitable Organization No. 107646598RR0001

## Planning Ecologist

### Job Description

Permanent, full-time position

#### GENERAL DESCRIPTION:

The Planning Ecologist reports to the Chief Administrative Officer/Secretary-Treasurer and assists with delivery of the Planning and Regulations program by conducting ecological and other assessments, participating in the municipal plan input and review process, assisting with the administration of the *Conservation Authorities Act* and its regulations, and other relevant duties.

#### KEY DUTIES:

1. Provide high-quality service to meet LTC, municipal, partner, and public expectations.
2. Provide clear, concise technical advice to meet prescribed delivery standards and to ensure compliance with applicable legislation, regulations, and LTC's policies.
3. Conduct ecological assessments and provide input to the LTC planning and regulations program including assessments using accepted protocols (e.g., Ontario Wetland Evaluation System, Ecological Land Classification, etc.)
4. Participate in the Municipal plan input and review process including but not limited to:
  - a. Review of historical and background information and files
  - b. Preparing maps using GIS software
  - c. Conducting site visits/assessments
  - d. Review of technical reports related to *Planning Act* applications
  - e. Provide formal comments with respect to Municipal Planning files
5. Assist with the administration of the *Conservation Authorities Act*, including Ontario Regulation 41/24, to carry out tasks including but not limited to:
  - a. Review of historical and background information and files
  - b. Prepare maps using GIS software
  - c. Conduct site visits to identify regulated features such as watercourses and wetlands
  - d. Review of technical reports related to permit applications
  - e. Provide written comments to permitting staff
  - f. Provide expert testimony for violation matters, as assigned
  - g. Issue permits, as assigned
6. Provide input to the development of long-term planning documents for LTC (e.g., natural heritage strategy, sub-watershed plans, etc.)
7. Respond to public and real estate inquiries regarding development proposals and relevant regulations, as required.

8. Respond to information requests from consultants, other agencies, and the public for planning and environmental information, as required.
9. Ensure that the records and filing system (both conventional and digital) for the planning and regulations program are maintained.
10. Prepare digital maps and edit features layers to reflect site assessment results, using GIS software, to support LTC review of planning and regulations decisions and in response to external requests.
11. Participate in education and outreach activities, where appropriate and as assigned.
12. Adhere with all LTC policies, procedures and requirements.
13. Undertake other related duties as required, and as assigned, by the supervisor or CAO.

#### **QUALIFICATIONS:**

- Post-secondary education in planning, ecosystem management, environmental studies or related discipline required.
- Minimum of three years relevant work experience in environmental sciences and land-use planning including:
  - Reviewing and/or writing technical reports relating to ecosystem sciences, aquatic and terrestrial ecology, landscape ecology and environmental impacts.
  - Site inspections/assessments related to flora/fauna identification and soil classification following standardized procedures and protocols.
  - Fulfilling major tasks related to land-use planning.
- Certification in the Ontario Wetland Evaluation System (OWES) and experience with Ecological Land Classification are preferred.
- Knowledge and experience with ecological principles, municipal planning, environmental planning, plan input and review, and Conservation Authority permit review.
- Working knowledge of provincial legislation including but not limited to, the *Conservation Authorities Act, Planning Act, Species Conservation Act (Endangered Species Act), Lakes and Rivers Improvement Act* and Provincial Planning Statement.
- Knowledge and experience in wetland offsetting (e.g., policy, design, creation, monitoring) is an asset.
- Knowledge of other related provincial or federal legislation is an asset.
- Ability to read and interpret maps, surveys, and air photos is required.
- Experience using Geographic Information Systems software is required.
- Ability to work to deadlines and adjust to multiple job tasks is required.
- Excellent verbal and written communication skills.
- Strong time management, analytical, and problem-solving skills.
- 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 and other customers 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, 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 per week ▪ Annual salary range: \$72,757.20 to \$84,346.37

#### **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 “Planning Ecologist” by Wednesday, February 4, 2026 at 11:59pm to the below.

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

Attention: Chitra Gowda, Manager, Corporate Services and Water Resources

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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*.

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