



## **Internal/External Job Posting**

### **Temporary Full Time Bargaining Unit Position**

#### **Regulations Officer**

##### **General Accountabilities**

The Regulations Officer is responsible for compliance activities of the Conservation Authority Act regulation made under Section 28 for the Grand River Conservation Authority. This includes inspection of sites subject to the regulation to ensure permit conformance, investigation of complaints and violations and enforcement of the regulation through the Provincial Court. Liaison with internal staff, municipal and agency staff is an important component of this position. The Regulations Officer reports to the Supervisor of Resource Planning.

##### **Specific Accountabilities**

1. Review and process applications received for permissions under Section 28 of the Conservation Authorities Act. The Regulations Officer will process applications, including evaluation of the permits for policy compliance, and the administration of the permit process. Prepare correspondence to respond to general inquiries.
2. Inspect works in progress or completed under permit from the Grand River Conservation Authority to ensure compliance with plans, specifications and conditions. Issue violation notices to document any deficiencies and variances. Determine appropriate measures or recommend a course of action required to bring the project in to conformance.
3. In consultation with the Supervisors of Resource Planning, investigate complaints and violations of Ontario Regulation 150/06, the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation, made under Section 28 of the Conservation Authorities Act. Negotiate and consult with landowners on remediation plans or permit applications to resolve violations of Ontario Regulation 150/06.
4. Co-ordinate the Conservation Authority inspections and complete or assist with investigations and enforcement actions for Ontario Regulation 150/06, the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation, made under Section 28 of the Conservation Authorities Act. The Regulations Officer will operate in accordance with acceptable procedures and protocols.
5. Enforcement of Ontario Regulation 150/06, the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation, made under Section 28 of the Conservation Authorities Act. This includes implementation or assistance with the Conservation Authority process up to and including full prosecution of a violation and court ordered remediation.
6. Liaise with Conservation Authority solicitors, staff and the Board in support of charges. Serve summons and subpoenas and appear in court to represent the Grand River Conservation Authority.
7. Provide guidance to staff, and others for administration of inspection, investigation or enforcement of the Regulation and prepare reports on these activities.
8. Develop and maintain Conservation Authority enforcement guidelines, policies and protocols in consultation with staff.

9. Attend as the Authority representative multi-disciplinary and/or multi-agency meetings and committees relating to enforcement of regulations. Liaise with regulatory and planning officials at municipal, provincial and federal levels.
10. Co-ordinate and assist staff and technical experts in the review, preparation or presentation of evidence, position statements or reports related to the enforcement of Ontario Regulation 150/06.
11. Conduct communication and outreach activities that generate an understanding of the Conservation Authority Regulations and build support within the local communities for the health and enhancement of our watershed's natural resources.
12. Attend as the representative of the Authority appeals before the Ontario Land Tribunal or cases before the Provincial courts.

### **Technical Accountabilities**

1. Degree in Geography, Environmental Science, Law/Enforcement or a related discipline and 2 to 5 years related work experience.
2. Knowledge and experience of legal procedures related to the collection of evidence, inspection, investigation and enforcement procedures and protocols.
3. Ability to interpret earth processes, natural features and land uses from an extensive variety of maps and plans, and interpretation in the field. Must be able to read and comprehend construction and grading plans and technical reports such as Environmental Impact Statements, Stormwater Management Reports, erosion and sediment control plans, Subwatershed Plans, Geotechnical and Hydrogeological studies and relate them to current policies, guidelines and objectives.
4. A working knowledge of environmental legislation, permit approval processes, planning policies and statements and some technical guidelines
5. Ability to interpret policies and apply policy to specific applications. Knowledge or experience with the Conservation Authorities Act and natural hazard regulations e.g. Ontario Regulation 150/06, Building Code Act or municipal by-law compliance is considered an asset.
6. Current designation as a Provincial Offences Officer or eligibility for designation. A satisfactory Criminal Record Check is required prior to starting in this position.
7. Excellent communication skills, both written and oral with strong negotiation and facilitation skills.
8. Applicants must have a strong background and related job experience with the Microsoft Office software suite and use of digital mapping software.
9. Knowledge of the Occupational Health and Safety Act.
10. A valid driver's license.

### **Competencies and Abilities**

#### **Professional Judgement**

Demonstrated ability in the area of critical thinking, analysis and assessment of implications, making connections of underlying issues and the ownership of the outcome. Sound judgment resulting in fair, efficient and effective decision making, bringing clarity and resolution to complex and ambiguous situations. Ability to carry out skillful negotiations and interest based conflict resolution. Appropriately balances the interests of both internal and external stakeholders, when dealing with complex files.

#### **Integrity/Ethics**

The willingness to hold oneself and others accountable for acting in ways that are consistent with stated values, principles and professional standards. Maintaining impartiality, objectivity, confidentiality and fairness when dealing with employees, stakeholders and special interest groups.

#### **Goal/Action Oriented**

Does not shy away from challenges and seldom gives up, especially in the face of resistance, setbacks or change. Seizes opportunities; takes initiative and is self-motivated. Organizes work, plans activities and sets priorities in a manner that meets competing needs and timely resolution of matters. Maintains high level of productivity and self-direction. Demonstrated experience in project management with the

ability to work under pressure and handle multiple tasks simultaneously with changing priorities. Achieving high standards of performance from others is important.

### **Team Work**

Interacts with people respectfully and effectively. Able and willing to share and receive information. The ability to gather facts and pertinent information to gain an understanding before drawing conclusions, taking action or resolving conflict. It involves active listening and comprehension of verbal and non-verbal signals to enhance understanding. Demonstrated ability to build partnerships with stakeholders and staff. Exceptional internal communications skills are needed for staff relations, working inter-departmentally with respect to communications and marketing needs and to provide support to other programs within the GRCA.

### **Customer Focus**

Dedicated to meeting the expectations and requirements of internal and external customers. Exceptional communication and negotiation skills to create, maintain and enhance relations with municipal planning, building department and bylaw partners, other related law enforcement agencies, stakeholders, etc.

**To Apply:** Please send a resume and covering letter to [careers@grandriver.ca](mailto:careers@grandriver.ca) in MS Word or PDF format and quote "Regulations Officer" in the subject line.

**Deadline for Applications: 4:00pm Monday October 3, 2022**

**Approximate Start Date: October 2022**

**Term of Employment: Approximately One Year**

The pay range for this position is Job Level 7 \$34.41 to \$43.02 /35 hours per week

We thank you for your interest, however only candidates under consideration will be contacted.

GRCA is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accessibility accommodations at any point during the application and hiring process, please contact us. Any information received relating to accommodation will be addressed confidentially

Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act R.S.O. 1990, C. M.56 the personal information contained on this form is collected under the legal authority of the Conservation Authorities Act, R.S.O. 1990, chapter C.27 and is used for recruitment purposes. Questions about the collection of personal information should be directed to the Manager of Human Resources, Grand River Conservation Authority, PO Box 729, 400 Clyde Road, Cambridge, Ontario N1R 5W6. 519-621-2761.