



Internal/External Job Posting

Full Time Bargaining Unit Position

Assistant Superintendent Conestogo Lake C.A

General Accountabilities

The Assistant Superintendent will report to the Superintendent of Conestogo Lake for the performance of a variety of functions in support of the efficient and effective day to day operation of the Conservation Areas, including dams, river watch, etc.; and for directing summer students in their day to day activities.

Specific Accountabilities

1. Participate in the maintenance and development of the Conservation Area and related lands, equipment and structures (dams, nature centres, pools, etc). Participation in special projects and winter activities and programs as applicable
2. Coordinate the work of students, primarily in the summer; and help provide training and ongoing instruction on machinery, equipment and other safe work procedures.
3. Enforce Conservation Authority policies and regulations at Conservation Area and satellite areas, as applicable.
4. Assist in all areas throughout the park as needed e.g., gatehouse admissions, security, etc.
5. Perform routine maintenance on equipment, other maintenance tasks throughout the park and basic carpentry and plumbing work
6. Provide customer service to patrons by answering questions, responding to issues, etc.
7. Participate in day-to-day administration by providing administrative support e.g. record-keeping; providing input to the budget and park operations; responsible for daily revenues and deposits, etc.
8. Provide support to Water Management: Provide accurate and timely reports through regular dam readings/monitoring; respond as appropriate in emergency situations; perform routine dam maintenance; coordinate special projects as required; carry out river watch duties as required. Be able to carry out daily and emergency dam operations effectively.

Technical Accountabilities

1. Completion of a college diploma program or equivalent
2. At least three years of relevant work experience in a Conservation Area or park.
3. Demonstrated experience in park operation, maintenance and programs.
4. General knowledge of maintenance and repairs of buildings and equipment. Knowledge of and experience with dam operation and maintenance is considered an asset.

5. Knowledge of and experience operating and performing basic maintenance on a variety of medium and small equipment
6. General working knowledge of the Conservation Authorities Act and other legislation for enforcement and public inquiries.
7. Certified and trained in all relevant procedures and policies in compliance with the GRCA Health & Safety Policy.
8. Effective interpersonal and communication skills.
9. Strong computer skills in MS Office. Experience with online reservation systems and point of sale applications is considered an asset.
10. Valid current certification in Standard First Aid and CPR.
11. Valid Driver's Licence
12. Small Drinking Water System Operator Certificate
13. P.O.A. designation
14. Successful completion of Ontario Hunter Education Program
15. Able to work outdoors in all weather conditions

Other Requirements:

- This position is required to work every other weekend year-round and to be on standby on a regular basis (approximately every other week). When on standby, this position must be able to respond to the applicable worksite within 40 minutes or less.

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. Managing emergencies decisively and effectively striving for minimal cost and disruption to individuals and operations.

Integrity/Ethics

The willingness to hold oneself and others accountable for acting in ways that are consistent with stated values, principles and professional standards.

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.

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 skills to enhance relationships with the public- dealing with multiple inquiries, customer complaints and evictions.

Desired Staffing Date: May 2021

The pay range for this position is Job Level 6 \$30.22 to \$37.77 per hour

Hours of work per week will be 40 hours in the peak season and 35 hours in the off peak season Will be required to work weekends, days, evenings and Statutory Holidays.

To Apply: Please send a resume and covering letter to careers@grandriver.ca in MS Word or PDF format and quote "Assistant Superintendent Conestogo Lake" in the subject line.

Deadline for Applications: 4:00pm April 30, 2021

Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the Grand River Conservation Authority