



## Job Description

### Regular Full Time Non Union Position

### Superintendent I - Shade's Mills Conservation Area

---

#### General Accountabilities

Reporting to the Manager of Conservation Areas, the Superintendent of Shade's Mills Conservation Area is responsible for managing day-to-day operation and administration of the Conservation Area. Responsibilities include daily operation of a dam structure, day use conservation area operations, satellite property support, administration centre support, enforcing regulations, budget preparation, ensuring public and staff safety, ongoing conservation area development, building partnerships with stakeholders, and leading a team.

#### Specific Accountabilities

1. Responsible for overseeing and managing the day-to-day operations of a dam structure, a day use Conservation Area with winter program, public/staff safety, maintenance of the conservation area, support of the onsite nature center, support for the administration center, support for satellite properties such as Dumfries CA and Puslinch Tract CA, and other special projects as required.
2. Demonstrated ability to supervise conservation area staff, including: providing training and mentoring; scheduling and assigning work; recruiting summer student positions annually; managing employee performance, including disciplinary actions and terminations; and, ensuring health and safety compliance.
3. Dams: Provide accurate and timely reports through regular dam readings/monitoring, respond as appropriate in emergency situations, and perform routine dam maintenance at Shade's Mills dam, New Dundee dam, and other small dams as assigned. Be able to carry out daily and emergency dam operations effectively.
4. Ensure employees work in accordance with the GRCA health and safety policies and procedures; ensure compliance with OHSA, and all applicable regulations and legislations
5. Financial Accountability: responsible for making complex decisions and submissions of an operations budget, capital expenditure requests, purchasing and cash handling, administering of contracts and recommendations for staffing resources. Administration of uniform and soft body armour contracts and management and procurement of supplies.
6. Maintain necessary infrastructure in order to deliver an effective and profitable operation and to ensure infrastructure meets or exceeds all regulatory compliance. Provide maintenance and enforcement support for GRCA Property locations (passive lands). Assist with inspections, enforcement as required on properties, specifically Dumfries CA and Puslinch Tract CA and others as needed. Administration center support: Assist with building and facility security and general maintenance support, including daily garbage removal.
7. Ability to respond appropriately to emergency situations using de-escalation techniques and to provide leadership with respect to the enforcement of the Conservation Authorities Act and regulations.
8. Participates in conservation area team meetings, leadership team meetings and public meetings regarding conservation areas and facilities.

#### Technical Accountabilities

1. Completion of a college diploma in a field related to parks and recreation, resource management, tourism or business administration or an equivalent post-secondary program is required.
2. At least six (6) years of progressively responsible experience in outdoor recreation with at least three (3) years of supervisory experience preferably in a park or campground environment.

3. Knowledge of relevant legislation including, but not limited to, the Conservation Authorities Act and Regulations, Provincial Offences Act, the Occupational Health and Safety Act, the Employment Standards Act, the Occupiers Liability Act, the Trespass to Property Act, Off Road Vehicles Act and other related legislation.  
Skills and Qualifications: Provincial Offences Act Designation (or the ability to obtain), Small Drinking Water Systems Certificate, Valid Ontario Driver's License, Standard First Aid/ CPR.
4. Experience in employee management with respect to hiring, training, scheduling and retention. Experience managing in a unionized environment is considered an asset. Effective interpersonal skills are required.
5. Computer proficiency in MS Office, online reservation systems and POS applications.
6. Proficient in written and verbal communication skills.

**This position is required to work shifts including evenings, 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 Administration Center, Shade's Mills Dam and New Dundee dam 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 judgement 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.

**Team Work** - Interacts with people 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 and alliances with peers, business communities, partners and staff. Exceptional internal communications skills are needed for staff relations, working with park operations team, inter- departmentally with respect to operations and to provide support to other programs within GRCA.

**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, generally works independently in accordance with standard practices, policies and procedures. Organize work, plan activities and set 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.

**Customer Focus** - Dedicated to meeting the expectations and requirements of internal and external customers. Exceptional Communication skills to enhance relations with the public- dealing with multiple inquiries, customer complaints and evictions. Further develop partnerships with local municipalities, charities and community user groups that engage with the Conservation Area, communicating with tact and diplomacy.

**Leadership** - Creates a climate in which people want to do their best. Effectively manage employees, developing a team atmosphere, providing information to employees and having strong interpersonal skills being able to know about employee's concerns and questions. A high level of personal and professional excellence including the ability to align personal and organizational values. Excellent interpersonal skills including the ability to coach and develop others. Demonstrated ability to be innovative, flexible and entrepreneurial.

### **Education:**

Completion of a college diploma in a field related to parks and recreation, resource management, tourism or business administration or an equivalent post-secondary program is required.

### **Skills and Qualifications:**

Provincial Offences Act Designation (or the ability to obtain)

Small Drinking Water Systems Certificate

Valid Ontario Driver's License

Standard First Aid/ CPR

Ability to set up, operate or perform basic repairs on moderately complex, specialized equipment

### **Knowledge and Relevant Experience:**

Minimum 6 years' of progressively responsible experience in outdoor recreation with at least three (3) years of supervisory experience preferably in a park or campground environment.

Extensive experience in employee management with respect to hiring, training, scheduling and retention.

Working in a unionized environment.

Computer skills, MS Office, online reservation systems and POS applications.

Excellent written communication skills are required.

### **Health and Safety Training:**

Rights and Responsibilities regarding the Occupational Health and Safety Act and Regulations, WHMIS, and other workplace Health and Safety training as prescribed.

### **Physical:**

Outdoor work.

Frequently expected to lift, carry, push or pull objects weighing more than 20 lbs and work outside in all types of weather.