



## **Internal/External Job Posting**

### **Full-Time Non-Union Position**

### **Property Superintendent**

#### **Who we are**

The Grand River Conservation Authority (GRCA) has an international reputation for excellence in managing the natural resources of the largest inland river system in southern Ontario. Our team is made up of committed and passionate experts in their fields, including scientists, engineers, researchers, educators, stewards, planners, foresters, recreation experts and much more. Every day, we come to work to improve the health of the natural environment of the Grand River watershed for those who call it home or come to visit. We are a progressive team, dedicated to lifelong learning, collaboration and making a positive impact.

#### **Who you are**

You want to be part of an organization with an environmental goal. You want the work you do to make a difference. You like a team environment where everyone has an opportunity to contribute to achieve a shared goal, no matter their background or level of education and experience. You like problem solving, expanding your horizons and making even the smallest positive impact for your community and the planet.

#### **Why work for us**

At the GRCA, we don't just talk about work-life balance, we promote and encourage it. We offer flexible work hours, one day a week working from home and wellness initiatives like onsite yoga and an Employee Assistance Program. Our team feels a connection to their work, each other and the community we serve. Our Administration Centre is located in a tucked away, natural oasis next to the Shade's Mills reservoir, where a walk or lunch at the picnic tables provides the opportunity to be immersed in nature.

We offer staff development plans and open doors to help advance your career. Our employees also benefit from being part of the Ontario Municipal Employees Retirement System (OMERS), with 100% matching contributions from GRCA.

#### **Overview of the opportunity**

The Property Superintendent reports to the Director of Conservation Lands and is responsible for administering land-use programs and services within GRCA-owned properties, including the operations and maintenance aspects of agricultural, commercial and residential leases, and the cottage lot program at Belwood and Conestogo reservoirs. This also includes inspections of GRCA properties under Section 29 of the Conservation Authorities Act. An important component of this position will be building and maintaining effective relationships with our lease holders, municipal, provincial and other watershed stakeholders regarding property department inquiries and projects.

### What you'll do:

- Responsible for coordinating day to day operations of all GRCA-owned passive Conservation Areas, including implementing and maintaining a property inspection process, and identifying operations and maintenance requirements of these properties.
- Ability to respond appropriately to emergency situations using de-escalation techniques and to provide leadership with respect to the enforcement of Conservation Authority policies and regulations on GRCA properties pursuant to Section 30 of the Conservation Authorities Act and other applicable legislation including the Trespass to Property Act, Occupiers' Liability Act, Residential Tenancies Act and the Commercial Tenancies Act.
- Demonstrated ability to supervise seasonal staff or contractors as required, provide training and mentoring; schedule and assign work; managing employee performance, disciplinary actions and terminations, and ensure health and safety compliance.
- Administer matters related to lease agreements for agricultural, residential, commercial and cottage lot programs, including renewals, assignments, terminations, etc.
- Review, evaluate and approve site development permits related to the cottage lot program.
- Administer cottage lot service agreements for garbage collection, etc. and manage related cottage lot service fee accounts.
- Assist with the review of annual property assessments for accuracy; allocate assessments to individual cottage lots.
- Investigate encroachments, security issues, lease related complaints, property inquiries, etc., as required.
- Work collaboratively with Central Services and Conservation Areas Operations staff to ensure consistent operations and maintenance practices.
- Provide necessary technical support or information as required by staff and the general public in regard to GRCA lands.
- Prepare annual maintenance plan and administer the maintenance program for rental properties.
- Respond to maintenance emergency calls as required.
- Negotiate service and contractor contracts, lead tender process, assist in review and control of expenses related to operations and maintenance of the property rental budget and to take all steps to ensure budget objectives are achieved and to promptly deal with any rental arrears. Oversee contractor and service provider activities.
- Develop and maintain good working relations with external agencies, municipal staff and key stakeholders.
- Preparation of management and board reports as required, attend board meetings in support of presentations as required.
- Attend as the representative of the Authority appeals before the Landlord Tenant Board or cases before the Provincial Courts as required.
- Perform other related duties as assigned including participation in special projects and field activities related to Property Department Projects.
- Administer matters related to lease agreements for agricultural, residential, commercial and cottage lot programs.

### Education

- College Diploma in a field related to work performed and six to ten years relevant work experience.
- P.O.A designation will be required, or would have the ability to qualify for the designation.

### Experience

- Knowledge of Legislation: Residential Tenancies Act, Commercial Tenancies Act, Occupiers Liability Act, Trespass to Property Act, Conservation Authority Act and Assessment Act.

- Familiarity with building construction and practices.
- Knowledge of farming practices and procedures.
- Proficient in the use of personal computers including use of GIS and property databases.
- General mapping and survey knowledge relating to property matters, e.g. metes and bounds descriptions, encroachments, location of Authority properties and surveys.
- Excellent communication (written and verbal) skills for writing reports, correspondence, work plans and conducting presentations.
- Strong interpersonal skills and the ability to demonstrate tact and diplomacy in dealing with tenant concerns and members of the public; notably in the capacity of handling trespassers, and encampments.
- Highly organized with the ability to work in a fast-paced environment with minimal supervision. Requires independence and be a self-starter, handle inquiries directly.
- Related job experience with Microsoft Office Suite, ArcGIS software, Access Database Management software and Adobe Acrobat software.
- Valid driver's license and ability to travel to various locations within the Grand River watershed.

## **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.

## Compensation and Benefits

- Annual salary range effective July 1, 2025 is \$76,496 to \$93,069
- Job stability and security
- Comprehensive benefits package with mental health services and preventative care
- Tuition reimbursement, and computer purchase loans.
- Gold-standard Ontario Municipal Employees Retirement System (OMERS) pension fund with 100% employer matching contributions.
- Free year-round access to GRCA and Conservation Ontario conservation areas (parks).

## Approximate Start Date: July 2025

To Apply: Please send a resume, cover letter and resume to [careers@grandriver.ca](mailto:careers@grandriver.ca) in MS Word or PDF format and quote "Property Superintendent" in the subject line.

**Deadline for Applications:** 4:00pm June 23, 2025

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.