



## PLAN REVIEW & WATERSHED PLANNING ASSISTANT (1 Position)

April 30 to August 24, 2018

### SUMMARY

The Central Lake Ontario Conservation Authority (CLOCA) is seeking a summer student for the position of Plan Review & Watershed Planning Assistant. The successful candidate will work primarily with the Director, Watershed Planning & Natural Heritage providing support in the preparation of background information, analysis, and reports for CLOCA's Watershed Plan 5-year Review. At times, the student will support work of CLOCA's Planning and Permitting program, working with the Director, Planning & Regulations or Planners.

**Wage Rate per Hour:** \$16.15 per hour **Hours per Week:** 35

### RESPONSIBILITIES

Supporting the Watershed Plan Review, the Assistant will work on a range of activities including background report writing, information gathering, assessment of progress in achieving watershed targets, and supporting the watershed plan consultation process. The Assistant will lend support in the implementation and monitoring of adherence to resource management policies and procedures relating to development and land use applications and large fill activities. Some work in the field will be required including monitoring of restoration work. Excellent written and verbal communication skills are essential including general knowledge of ecosystem processes and land use planning.

The work will be primarily in the office (approximately 80%) with the remaining time spent in the field, possibly during inclement weather and/or extreme temperatures.

### QUALIFICATIONS - The following are mandatory:

- University or college student specializing in environmental studies/land use planning
- Ability to synthesis a variety of document types and lengths into succinct summaries.
- Valid Ontario driver's license and transportation to the CLOCA office
- Student must provide and wear green patch safety boots. Other required safety equipment as prescribed in the Health & Safety Manual is provided by the employer

The following are desirable, but not mandatory:

- Understanding of consultation processes using social media tools.
- Understanding of the characteristics and properties of soil and fill.
- Understanding of site grading, erosion and sedimentation processes.
- Current first aid/CPR certification

*To be eligible, individuals must 1) be between 15 and 30 years of age at the start of the employment; 2) have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year; 3) be a Canadian citizen/permanent resident; 4) be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.*

**Send resume and cover letter, no later than Friday March 9, 2018:**

Heather Brooks, Director, Watershed Planning & Natural Heritage  
Central Lake Ontario Conservation Authority  
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Fax: 905-579-0994 Email: [hbrooks@cloca.com](mailto:hbrooks@cloca.com)

We thank all applicants for their interest; however, only candidates under consideration will be contacted. Central Lake Ontario Conservation is an equal opportunity employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. CLOCA 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.