

EXTERNAL JOB OPPORTUNITY

POSITION:	CITY NATURALIST & OUTREACH COORDINATOR	JOB POSTING #:	2022-0217
POSTING PERIOD:	Monday, July 25, 2022 at 8:30 a.m. to Monday, August 8, 2022 at 4:30 p.m.		
DEPARTMENT:	Parks & Facilities	UNION:	Non-Union
LOCATION:	Various	JOB CODE:	NU0210
POSITION STATUS:	Regular Full-Time	GRADE/CLASS:	NU12
# OF POSITIONS:	1	RATE OF PAY:	\$86,244.13 to \$104,830.80 Annually
POSITION #:	00000257	SHIFT WORK REQ'D:	Yes

DUTIES:

Reporting to the City Forester/Manager, Forestry & Natural Areas or designate, this position will be responsible for the complete operation including planning, organizing, directing, and controlling of the Ojibway Prairie Complex parkland (620 acres) and the Ojibway Nature Centre; will provide research and planning/management for 38 Candidate Natural Heritage Sites, Official Plan environmental policies, secondary plans, watershed plans, development proposals and Life Science research; promote an awareness, appreciation, enjoyment and protection of the rich natural heritage assets of the City of Windsor by developing, coordinating and administering a variety of high quality educational and recreational experiences associated with the physical resources available in Windsor; enhance the quality of life of City residents by encouraging positive environmental ethics and the integration of natural heritage in the fabric of urban life; protect and manage the City's prairie, savanna and oak woodland ecosystems, which are critically endangered in Ontario, and ensure no loss of native species diversity in the City; work with Ministry of Natural Resources to enhance endangered species recovery through public education, field research, stewardship activities. developing annual goals and objectives; preparing, monitoring, and controlling facility budgets; selecting, training, scheduling, supervising, and evaluating full time and part time staff; planning, scheduling, implementing, and evaluating environmental education programs, workshops, conferences and special events; working effectively with community groups and government agencies; maintaining heating, ventilation, air-conditioning, and other electrical/mechanical systems; preparing and maintaining high quality displays and wildlife exhibits for the Ojibway Nature Centre; communicating effectively both verbally and in writing; preparing and maintaining accurate operating and financial records; maintaining accurate payroll and personnel records; Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a Master's Degree in in Biology, Natural Resource Science, or related field or Ontario Ministry of Education equivalency and a minimum of two (2) years progressive experience to acquire knowledge, principles and practices involved in managing areas of unique ecological significance, supervisory, problem solving and communication skills;
- **OR** Must have a University Degree in Biology, Natural Resource Science, or related field or Ontario Ministry of Education equivalency and a minimum of four (4) years progressive experience to acquire knowledge, principles and practices involved in managing areas of unique ecological significance, supervisory, problem solving and communication skills;
- **OR** Must have a Community College diploma in Natural Resource Science or related field or Ontario Ministry of Education equivalency and a minimum six (6) years progressive experience to acquire knowledge, principles and practices involved in managing areas of unique ecological significance, supervisory, problem solving and communication skills;

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QUALIFICATIONS CONTINUED...:

- **OR** Must have an Ontario Secondary School Graduation Diploma plus one (1) year of post secondary school courses in Natural Resource Science or related field or Ontario Ministry of Education equivalencies and a minimum of ten (10) years experience to gain communication, supervisory, recreation programming and marketing skills.
- Sound knowledge of principles and practices involved in planning or managing areas of unique ecological significance
- Ability to work and communicate effectively with the general public, municipal, and provincial staff through proven oral and written communication and interpersonal skills
- Must have working knowledge of computer software programs, such as web development, database, Word, Excel, and ActiveNet;
- Should have knowledge of the Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with the work.
- The physical demands analysis associated with this job indicates a medium level of work.
- Must complete a post-offer agility test in an effort to assist the successful candidate in completing the position tasks safely and to aid in minimizing injuries on the job.

HOW TO APPLY:

- An online application is available and must be completed and submitted by no later than the posting period noted. Internet access is available at your local library branch.
- Applicants who do not have access to a computer must attend the City of Windsor's Human Resources Department, located at 400 City Hall Square East, 4th Floor, Suite 408, to complete a paper copy of the application.
- The City of Windsor strives to protect all personal information submitted via the internet in response to job postings. We will not ask you to provide your social insurance number or banking or other financial information. Sometimes things happen that are beyond our control. We cannot guarantee that data in our system is immune from unauthorized access. Please have this in mind when you decide to respond to job postings.

NOTE:

- **Only those applicants selected for an interview will be acknowledged.**
- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.
- **All City of Windsor employees are required to be fully vaccinated as a condition of employment in accordance with the City's [COVID-19 Vaccination Policy](#)**

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.