

## **Project Manager, Conservation Lands & Trails**

### **Position Details:**

Current Rate of Pay: Min = \$83,582, Max = \$90,617

Employment type: Full-Time Permanent

Hours of work: 35 hrs/week

Work location: Head Office

Division: Conservation Parks and Lands

Business unit: Conservation Lands

Travel: 40%

Remote Work: Hybrid

### **About TRCA:**

With more than 60 years of experience, Toronto and Region Conservation Authority (TRCA) is one of 36 Conservation Authorities in Ontario, created to safeguard and enhance the health and well-being of watershed communities through the protection and restoration of the natural environment and the ecological services the environment provides.

TRCA is considered the provincial leader in conserving, restoring, and managing natural resources to advance safe and sustainable development.

### **How you will contribute as part of the TRCA team:**

Under the direction of the Senior Program Manager, Conservation Lands & Trails, this position is responsible for the scoping, development and implementation of conservation lands management projects and programs throughout the TRCA jurisdiction. The position is responsible for securing and coordinating approvals, securing procurements and agreements, developing project budgets and work plans, drafting funding proposals and project reports on various conservation lands management projects across TRCA's jurisdiction.

This position will employ leading practices to protect and conserve the valuable natural and cultural heritage attributes. This position plays an integral role in the delivery of land and trail asset management projects, including land and trail asset management programs, hazard identification and mitigation programs, boundary securement and encroachment resolution, and volunteer stewardship/action committees, that protect greenspace while supporting public use and mitigating risks. Projects also focus on initiatives that protect the natural environment and improve ecological function and projects that address hazard and risk prevention and mitigation.

This position provides guidance and direction to employees, volunteers or external contractors to ensure cost and quality control and is responsible for providing the same to external clients.

### **Major Responsibilities:**

- Provide coordination and management for multiple land and trail projects each year to support the Conservation Lands Program, including coordination with other TRCA business units on project delivery. Develop and review project proposals, partnership agreements, Fee for Service (FFS) contracts, Offers of Service (OOS) letters, Memorandums of Understanding (MOU), contribution agreements, funding proposals and in-kind partnerships to maximize existing budgets.

- Direct the collection and analysis of capital asset data to identify and guide management and state of good repair works for land and trail assets, and then direct a coordinated management response.
- Manage work teams that secure approvals for TRCA projects, manage specific programs and produce plans that highlight strategic capital asset management.
- Develop and maintain effective partnerships and communications with internal and external client and stakeholder groups on long-term, multi-scale land management initiatives.
- Develop and support local land and trail stewardship partnerships.
- Prepare budgets, monitor and report on expenditures/revenues for projects and programs related to major task areas.
- Generate purchase orders, invoices, and procurement reports for approval.
- Hire, supervise, evaluate, and manage the performance of staff as required to support all Conservation Lands programs and services.

## What will you need to succeed:

### Education (degree/diploma/certifications)

- Post-secondary education in environmental planning, parks management, environmental science, resource management, landscape planning and design, or related field.
- Valid Ontario G driver's license in good standing.

### Experience

- Minimum 5 years of experience related to the major tasks, parks management, resource management, trail/landscape construction, landscape operations and maintenance.

### Knowledge/Skill/Ability

- Valid Ontario Drivers license.
- Strong written and verbal communication and analytical skills.
- Excellent knowledge of the Conservation Authorities Act, Trespass to Property Act, Occupational Health and Safety Act, the Accessibility for Ontarians with Disabilities Act, and associated regulations.
- Effective problem-solving and leadership skills including staff supervision, coaching and mentoring.
- Excellent computer proficiency with software experience (MS PowerPoint, Excel and Word). GIS experience, with ArcGIS preferred.
- Ability to work outdoors in adverse weather conditions.

## What TRCA has to offer you:

As part of a progressive team you will have the opportunity to make a positive impact to preserving and protecting nature, while maintaining a balance between the natural environment and built environment. Working with experts within our field, you will join a team of colleagues that are committed to TRCA's core values by demonstrating the following behaviours; **integrity, collaboration, accountability, respect, and excellence (icare).**

You will be part of a diverse and inclusive organization that:

- Makes a positive difference in the communities we serve.
- Fosters high performance and collaborative teams.
- Provides continuous learning and development opportunities.
- Offers a comprehensive compensation and benefits program (including Defined Benefit Pension Plan – OMERS/OTPP).
- Pregnancy & Parental Leave Top-Up Program.
- Provides unique TRCA Perks.
- Provides flexible work arrangements.
- Offers potential for career growth and advancement.

To apply to this posting, click on the “Apply” icon. Please submit your resume and cover letter prior to midnight on **February 6, 2023**.

**While the Toronto and Region Conservation Authority (TRCA) thanks all applicants for their interest, only those under consideration will be contacted for interviews. Please be advised that successful incumbent(s) may be required to undergo a vulnerable sector screening and/or driver’s abstract check as a part of the final step in the hiring process.**

**TRCA is an equal opportunity employer. We embrace diversity and are committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and TRCA Policies, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to the TRCA. We welcome applications from all qualified persons.**

**Personal information you provide through the TRCA recruitment, selection and onboarding process is collected under the authority of the Conservation Authorities Act, R.S.O. 1990, c. C.27. Collection of this personal information is necessary for the proper administration of this recruitment process for employment and volunteer positions with TRCA. Personal information is protected from disclosure pursuant to the Municipal Freedom of Information and Protection of Privacy Act. Any questions regarding this collection activity should be directed to the Supervisor of Records, 101 Exchange Avenue, Vaughan, Ontario, L4K 5R6, (416) 661-6600 extension 5216.**