



# The Long Point Region Conservation Authority is currently recruiting for:

## CONSERVATION AREA ASSISTANT SUPERVISOR

BACKUS HERITAGE, DEER CREEK, HALDIMAND, NORFOLK, WATERFORD NORTH

**Position:** Conservation Area Assistant Supervisor

**Posting Date:** January 28, 2025

**Closing Date:** February 28, 2025

**Job Status:** Seasonal Employment

**Department:** Conservation Areas & Parks

**Rate of Pay:** \$23.92

**Hours of Work:** 40 Hours/Week

**Posting No.:** 085-25

### Position Summary:

---

The Long Point Region Conservation Authority is seeking five (5) self-motivated individuals for the position of Conservation Area Assistant Supervisor to fill a seasonal contract. Reporting to the Conservation Area Supervisor, the Assistant is responsible for the daily maintenance and operation program in the Conservation Area by performing a variety of required tasks as assigned by the Supervisor. Supervision of staff assigned to the area will be required in the Supervisor's absence.

### Qualifications:

---

- Knowledge and experience in the use of all types of equipment required in the development, maintenance and operation of a Conservation Area/camping facility
- Computer skills required
- Cash handling experience required
- Leadership and administrative skills required
- Demonstrated ability to maintain accurate records of revenue and expenditures
- Working knowledge of the Ontario Occupational Health and Safety Act and WHMIS
- Knowledge of Conservation Area Regulations, Policies and Procedures associated with park management an asset
- Must be willing to commit to the full duration of the work assignment
- Current Standard First Aid and CPR certification an asset
- A negative Criminal Records and Judicial Matters check (CRJMC) is required
- A valid driver's license is required

### Responsibilities:

---

- Supervise and assist all field staff assigned to the area in the Supervisor's absence
- Enforce all *Conservation Authority Act* and Conservation Area rules, regulations and any other policies or guidelines as set forth by the Authority
- Ensure the efficient operation of the Conservation Area and generally responsible for the safety of all staff and the general public in the area
- Collection of user fees occurring to the Conservation Area and accountable to the Area Supervisor for all such revenues
- Facilitate the permitting process for all Conservation Area users including reservations
- Open and close facilities as required
- Perform a wide variety of maintenance tasks and repairs to Conservation Area facilities as required including sanitary duties such as cleaning washrooms and garbage collection, etc.

- Perform general maintenance on Conservation Area grounds including landscaping duties such as grass cutting, trimming of grass and foliage, etc.
- Complete water sampling/testing and conduct all regular maintenance of the drinking water systems
- Maintain and care for all machinery and equipment assigned to the area
- Complete any of the Authority's conservation projects as assigned
- Carry out all assigned duties in accordance with accepted safety practices of the Authority
- Greets and engages with all visitors to provide quality customer service and to give information on the Conservation Area policies, facilities, and general information.
- Assists staff to address escalated customer experience concerns
- Perform other duties as assigned

#### **Location/Working Conditions:**

---

- One of the following: Backus Heritage Conservation Area, Port Rowan, ON; or Deer Creek Conservation Area, Langton, ON; or Haldimand Conservation Area, Nanticoke, ON; or Norfolk Conservation Area, Simcoe, ON; or Waterford North Conservation Area, Waterford ON
- Varied shifts, must be available to work flexible hours including evenings, weekends and holidays
- Extra hours may be required for special events or emergencies
- All successful applicants must possess their own Green Patch CSA approved safety boots, be able to work outdoors in all weather conditions and with all outdoor flora and fauna
- Available to work the duration of the season
- Some heavy lifting is required

#### **Term of Employment:**

---

- Starting Date: April 9, 2025
- Ending Date: October 21, 2025
- Must be willing to commit to the full duration of the work assignment

#### **Benefits:**

---

- Free access to LPRCA Conservation Areas
- Eligible to enroll in OMERS pension plan

**Application Deadline:** Friday, February 28, 2025.

**To apply:** Please send your cover letter and resume in a single PDF or MS Word document addressed to: Nicole Sullivan, Long Point Region Conservation Authority, email [hr@lprca.on.ca](mailto:hr@lprca.on.ca) (Subject: 085-25 Conservation Area Assistant Supervisor, preferred location name).

The posting for Conservation Area Assistant Supervisor is for a vacancy.

We thank all applicants for their interest; however, only those being considered for an interview will be contacted. Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Long Point Region Conservation Authority is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility of Ontarians with Disabilities Act (AODA) upon advance notice of specific accommodation requirements.