

Title:	Watershed Manager
Report to:	Chief Administrative Officer
Salary Range	\$73,191.00 to \$82,828.00 plus competitive benefit package
Summary Profile:	The Watershed Manager under the direction of the Chief Administrative Officer and is responsible for the coordination, supervision and direction of all technical planning, engineering, scheduling and development of Authority watershed projects. Tasks will include all budgeting, reporting, development of policies and procedures, funding applications, work planning, supervision of technical staff, working with provincial ministries, stakeholders, public and municipal partners and any other duties as assigned. The incumbent must have a clean Criminal Record will act as the LRCA’s designated Provincial Offences Officer.
Qualifications	<ul style="list-style-type: none"> • Post-secondary education in civil, environmental or water resources (or other related discipline) • Minimum of five years of relevant experience • Strong management skills and the ability to work as part of the Management Team • Practical experience in budgeting and project management • Strong organizational and oral and written communication skills • Ability to speak publicly • Ability to interpret legislation and apply applicable policies, regulations, etc. • Working knowledge of the <i>Conservation Authorities Act</i> and <i>Planning Act</i> • Self-motivated with the ability to work with minimal supervision • Strong attention to detail and ability to manage multiple tasks and deadlines • Experience with Microsoft Office suite of products, GIS mapping and modelling software • Valid Ontario drivers licence and access to a working vehicle • Clean Criminal Record

Key Accountability #1	Administration
Weight (% of Time):	5
Duties/Tasks	
	<ul style="list-style-type: none"> • As a member of the Management Team, attend Management Team weekly meetings, provide input to Management level decisions, etc.
	<ul style="list-style-type: none"> • Prepare Staff Reports as required regarding programs adminstered. Prepare monthly summaries for the Board Agenda packages as required.
	<ul style="list-style-type: none"> • Prepare annual budget related to position, considering all expenses, Asset Management Plan, etc. Review quarterly.
	<ul style="list-style-type: none"> • Manage budget, including approving payment of all expenses related to projects managed.
	<ul style="list-style-type: none"> • Attend all Board Meetings. Answer any Board questions related to position.
	<ul style="list-style-type: none"> • Hiring, training, mentoring and supervising of assigned staff (GIS/Water Resources Technologist, Development Regulations Officer, Information Systems Coordinator and applicable summer staff).
	<ul style="list-style-type: none"> • Ensure adherence to all Health and Safety policies.
Expected Results	
	<ul style="list-style-type: none"> • Budgets are reflective of annual expenses and are maintained.
	<ul style="list-style-type: none"> • Asset Management Plan is adhered to.
	<ul style="list-style-type: none"> • Health and Safety of workers is maintained.
	<ul style="list-style-type: none"> • Purchasing Policy is adhered to for all purchases.
Decisions made by the incumbent	
	<ul style="list-style-type: none"> • Creation of annual budget.

	<ul style="list-style-type: none"> • Approval of expenses related to position.
Measurements	
	<ul style="list-style-type: none"> • Expenses related to position are included in budget annually. • Expenses are maintained within annual budget allocation. • Expenses are coded and charged to applicable projects, following the Purchasing Policy. • Constructive participation in Management Meetings.

Key Accountability #2	Development Regulations
Weight (% of Time):	10
Duties/Tasks	
	<ul style="list-style-type: none"> • Administration of all aspects of the Development Regulations program. • Maintain a thorough understanding of the <i>Conservation Authorities Act</i>, technical guidelines, etc. • Review and confirm conformity with Act of all Permit applications. Sign permit summaries. • Approve permits in the absence of the Chief Administrative Officer (CAO). • Issuance of Violation Notices to property owners in contravention of O. Reg. 180/06. • Prepare and maintain policies, procedures and manuals for the application of the Regulation. • Attend LRCA Board Meetings to answer questions related to permits approved by the Board. • Testify at Hearings where permits are recommended for denial or when an applicant contests a condition. • Represent the Authority and testify during Court proceedings. • Enforce the regulations as the Designated Provincial Offences Officer.
Expected Results	
	<ul style="list-style-type: none"> • Permits are in conformity with technical guidelines under O. Reg. 180/06. • Permits are issued within required processing timelines (i.e. 21 days to determine complete application, 30 days to process simple permits, 90 days to process complicated permits). • Clients received timely responses to inquiries (i.e. within one-week maximum). • Approved development does not have a negative effect on flooding erosion, conservation of land, dynamic beaches or pollution. • Persons making inquiries receive adequate information to understand O. Reg. 180/06, applicable Technical Guidelines, etc. • No development is located within the regulated area without a LRCA Permit. • Policies, procedures and manuals are kept up-to-date. • Proper documentation and adequate records are kept of all inquiries, site visits, etc. • Filing is organized and kept up to date at all times.
Decisions made by the incumbent	
	<ul style="list-style-type: none"> • Whether or not permit application is in conformity with the Act. • Recommendation to the CAO whether a permit should be issued or denied. • When to issue a Notice of Violation. • When to exercise enforcement. • Decide whether policies, procedures, manual and fee schedules need to be updated. Recommend updates, improvements, etc.

Measurements	
	<ul style="list-style-type: none"> • All issued permits meet the Act. • Permits are issued within timelines stated in the Rules of Procedure for Permit Application Review and Approval. • Public satisfaction with service provided (i.e. minimal complaints about service, communication, etc.). • Minimal files that require the assistance of the CAO (i.e. ability to handle difficult files and personality conflicts independently).

Key Accountability #3	Plan Input Review
Weight (% of Time):	5
Duties/Tasks	
	<ul style="list-style-type: none"> • Oversee Plan Input and Review program. • Review and comment on all Comprehensive Zoning By-law and Official Plan updates. • Review all Plan Input correspondence prior to issuance of commenting letters. • Routinely provide presentations to municipal partners and planning agencies regarding the Authorities role in Plan Input. • Create and maintain the Plan Input/Regulation database. • Prepare and maintain policies, procedures and manuals. • Testify at Local Planning Appeal Tribunal Hearings.
Expected Results	
	<ul style="list-style-type: none"> • Approved <i>Planning Act</i> applications are consistent with the natural hazards policy contained within section 3.1 of the Provincial Policy Statement. • Planning application comments result in property owners being aware if their subject lands are affected by O. Reg. 180/06. • Potential purchasers are well informed of any regulated area, permit requirements on their land. Could include consultation with land owner, their Solicitors and/or Real Estate Agents. • All created lots are considered to be developable from a regulatory perspective. • Planning departments clearly understand Authority comments and whether or not an application meets Section 3.1 of the Provincial Policy Statement.
Decisions made by the incumbent	
	<ul style="list-style-type: none"> • Determine if planning applications are consistent with the natural hazards policies contained within Section 3.1 of the Provincial Policy Statement (i.e. access and egress achievable, etc.). • Required training of staff performing Plan Input and Review.
Measurements	
	<ul style="list-style-type: none"> • All planning comments issued by the LRCA meet Plan Input and Review delegated responsibilities. • Planning comments are submitted to Member Municipalities and/or Planning Authority meeting all timelines.

Key Accountability #4	Flood Forecasting
Weight (% of Time):	10
Duties/Tasks	
	<ul style="list-style-type: none"> • Oversee Flood Forecasting program. • Ensure adequate processes, protocols and instructions are in place for daily monitoring of flood risk. • When warranted create and issue flood messages.

	<ul style="list-style-type: none"> • Oversee the Annual Flood Forecasting booklet update and Flood Warning System Binder update ensuring contacts are kept up to date. • Check and record weather in the absence of the GIS/Water Resources Technologist and Development Regulations Officer. • Oversee WISKI and Alarm Manager Software operation. • Create and operate Alarm Manager program to alert agencies and affected individuals ensuring they are advised prior to an event. • Facilitate the Spring Melt Meeting annually. • Oversee all streamflow, precipitation and Geonor gauge programs. • Flood Duty Officer March, June, September and December, which includes weekend weather checks. • Oversee snow survey program. • Training of LRCA staff on Flood Forecasting Program. • Administer the OPG Kam River Dam Safety Preparedness and Warning Program, including attending applicable meetings • Complete an annual Flood Forecasting Summary Staff Report.
Expected Results	
	<ul style="list-style-type: none"> • MNRF receives snow survey results bi-weekly between November to May. • Flood Warning System is kept up to date. • Flood Messages are issued in a timely manner and the public and municipalities are notified of flooding prior to a flood event. • Leading the flood forecasting team on when to issue flood messages and gathering information during a flood event. • In the event of an OPG Kam River Dam Safety Emergency, all applicable staff are trained and capable of completing required call out/tasks.
Decisions made by the incumbent	
	<ul style="list-style-type: none"> • When to issue a Flood Message/message content. • When to contact CAO regarding the potential for possible flooding/issuing flood message (weather checking, API interpretation). • When to hold Spring Melt Meeting/content of annual presentation. • What training is required by staff to implement program. • Content of Flood Warning Manual.
Measurements	
	<ul style="list-style-type: none"> • Protocols in Flood Forecasting System are kept up-to-date. • Flood Duty Officer Months - Weather is recorded/checked on weekends. The flood forecast team is notified when out of town. • Flood Messages are issued prior to flood events. • The LRCA completes all call tests and real event call outs per the OPG Kam River Dam Safety and Emergency Plan. • Annual Spring Melt meeting is well attended. • WISKI system is operational at all times.

Key Accountability #5	Watershed Planning
Weight (% of Time):	10
Duties/Tasks	
	<ul style="list-style-type: none"> • Oversee the Low Water program including: applying for funding, holding and Chairing annual meetings, monthly low water calculations and declaration of low water conditions. • Oversee the Provincial Groundwater Monitoring Program. • Oversee the Provincial Water Quality Monitoring Program. • Oversee the Bathing Beach Program. • Oversee the annual Watershed Assessment.

	<ul style="list-style-type: none"> • Oversee updating of the Watershed Report Card (5 year cycle). • Oversee Neebing River Climate Change Monitoring Station. • Oversee Dorion Monitoring Station, including installation. • Ensure all applicable staff have adequate training to maintain programs (i.e. proper sampling and calibration training, etc.). • Ensure all protocols and instructions are kept up to date. • Include all required expenses in annual budget. • Oversee recruitment, selection, supervising and training of all summer students. • Final review of all completed associated reports completed by other staff or students. • Completion of all Staff Reports and/or Agenda updates related to programs. • Actively participate in: Water Working Group, Remedial Action Plan, Kam River Standing Advisory Committee, etc.
Expected Results	
	<ul style="list-style-type: none"> • All programs are maintained and relevant accurate data is consistently collected. • Be familiar with sampling procedures. • Low Water Conditions are declared as warranted.
Decisions made by the incumbent	
	<ul style="list-style-type: none"> • All budgetary decisions related to program. • Determination of required training of applicable staff. • Selection of summer students.
Measurements	
	<ul style="list-style-type: none"> • Useable relevant data is collected from all programs. • Staff undertaking programs are trained. • Protocols/instructions are easy to follow and are kept up to date. • All reports are completed on time with minimal errors or required edits.

Key Accountability #6	Source Water Protection
Weight (% of Time):	35
Duties/Tasks	
	<ul style="list-style-type: none"> • Maintain and update the Lakehead Source Protection Plan. • Budget preparation and reporting. • Oversee the Source Protection Committee including facilitating meetings, Agenda and Minute preparation and mandatory member replacement. • Oversee the Source Protection Authority including facilitating meeting, Agenda and Minute preparation. • Complete mandatory Source Protection Authority Annual Reporting to Ministry of Environment, Conservation and Parks (MECP). • Liaise with Implementing Bodies, ensuring that they are adhering to applicable policies, including annual reporting requirements to Source Protection Authority. • Participation in all applicable teleconferences related to the SWP program. • Attend all Chair's Meetings. • Complete all requirements of any orders received from the MECP. • Facilitate all requirements of the program. • Keep abreast of all applicable legislation.
Expected Results	
	<ul style="list-style-type: none"> • Source Protection Committee (SPC) and Source Protection Authority (SPA) meetings are held as required.

	<ul style="list-style-type: none"> Budget preparation and reporting to the MECP adheres to the Provincial Transfer Payment Agreement.
	<ul style="list-style-type: none"> Budget includes all expenses, staff time, etc. to cover 100% of all expenses related to the SWP program.
	<ul style="list-style-type: none"> Annual reporting requirements are met by the SPA and implementing bodies.
	<ul style="list-style-type: none"> The Source Protection Plan continues to contain policies that adequately protect the municipal sources of drinking water in the Lakehead Watershed.
Decisions made by the incumbent	
	<ul style="list-style-type: none"> Setting of annual budget.
	<ul style="list-style-type: none"> Scheduling of SPC and SPA meetings.
Measurements	
	<ul style="list-style-type: none"> Municipal drinking water systems located in the Lakehead watershed have sources of drinking water that are safe.
	<ul style="list-style-type: none"> All requirements of the program are met.

Key Accountability #7	Neebing-McIntyre Floodway
Weight (% of Time):	10
Duties/Tasks	
	<ul style="list-style-type: none"> Update the Neebing-McIntyre Floodway Operation, Maintenance and Surveillance Plan on an annual basis, including maintaining a 20-year forecast of planned activities.
	<ul style="list-style-type: none"> Update the Floodway Agreement with the City as required.
	<ul style="list-style-type: none"> Undertake the scheduling and execution of all minor and major maintenance of the Floodway.
	<ul style="list-style-type: none"> Complete annual Floodway inspection with City of Thunder Bay.
	<ul style="list-style-type: none"> Complete regular inspections of the Floodway and liaise with Field Operations Supervisor regarding his routine inspections.
	<ul style="list-style-type: none"> Creation/release/award of required Request for Tender/Proposals.
	<ul style="list-style-type: none"> Maintain Floodway budget and 20 year projected budget.
	<ul style="list-style-type: none"> Oversee annual sediment monitoring program.
	<ul style="list-style-type: none"> Apply for Water and Erosion Control Infrastructure funding when Flood Control major maintenance is scheduled.
	<ul style="list-style-type: none"> Obtain all required approvals prior to undertaking work within the Floodway (i.e. Permit to Take Water, Environmental Compliance Approvals, MNRF, MECP and DFO, etc.).
	<ul style="list-style-type: none"> Keep accurate records of all diversion.
	<ul style="list-style-type: none"> Oversee bridge level monitoring program on Floodway.
	<ul style="list-style-type: none"> Create and maintain hydraulic model of the Floodway.
	<ul style="list-style-type: none"> Undertake an Integrity Study of the Floodway every 10 years. Implement all applicable recommendations out of studies.
	<ul style="list-style-type: none"> Ensure compliance and adherence to the Class Environmental Assessment for Conservation Authorities.
Expected Results	
	<ul style="list-style-type: none"> Minor and major maintenance is completed when required.
	<ul style="list-style-type: none"> Adequate monitoring is completed to assess sediment accumulation in order to schedule any required dredging.
	<ul style="list-style-type: none"> Adequate funds maintained to complete all required minor and major maintenance.
	<ul style="list-style-type: none"> Accurate documentation of all diversion.
	<ul style="list-style-type: none"> Accurate bridge level monitoring data is available for calibration of Floodway models.
	<ul style="list-style-type: none"> Applicable recommendations derived from Integrity Studies are implemented.

Decisions made by the incumbent	
	<ul style="list-style-type: none"> When to undertake minor and major maintenance. Determination of budgets for projects and long-term budget forecasts for a 20-year period. Determination of whether work requires and Environmental Assessment.
Measurements	
	<ul style="list-style-type: none"> Neebing-McIntyre Floodway provides protection up to and including the Regional Storm.

Key Accountability #8	Erosion Control
Weight (% of Time):	2
Duties/Tasks	
	<ul style="list-style-type: none"> Update the Victor Street Operation, Maintenance and Surveillance Plan on an annual basis, including maintaining a 20 year forecast. Ensure annual inspections of Victor Street/Hill Residence are completed, monitoring equipment is maintained and any recommendations are assessed and executed as required. Apply for Water and Erosion Control Infrastructure funding when Erosion Control major maintenance is scheduled. Create and execute Request for Proposal/Tender/Terms of Reference for all erosion control projects. Manage erosion control projects within the watershed that are undertaken by the LRCA.
Expected Results	
	<ul style="list-style-type: none"> Inspections are completed on an annual basis along Victor Street and the Hill Residence. Victor Street erosion is addressed in a timely manner. Funding is secured to complete required maintenance and surveillance.
Decisions made by the incumbent	
	<ul style="list-style-type: none"> Scheduling of minor and major maintenance. Setting of budgets for all erosion control projects and surveillance. When to undertake minor and major maintenance of erosion prone lands.
Measurements	
	<ul style="list-style-type: none"> Victor Street surveillance is completed annually. Erosion along Victor Street is addressed in a timely manner. Funding is secured to address erosion issues.

Key Accountability #9	Floodplain Mapping
Weight (% of Time):	8
Duties/Tasks	
	<ul style="list-style-type: none"> Acquire funding (i.e. Federal/Provincial/Municipal) to create/update/maintain floodplain mapping. When floodplain mapping is created and/or updated, determine and manage budgets. Create and execute Request for Proposals /Terms of Reference to update and maintain all floodplain mapping. Develop and maintain a procedure to keep floodplain models updated. Develop and maintain a procedure to share floodplain models with outside consultants, Member Municipalities, etc. When floodplain mapping is updated or created, the results are presented to the public and complete all required public consultation.

	<ul style="list-style-type: none"> Obtain Board of Director approval of all updated floodplain mapping.
Expected Results	
	<ul style="list-style-type: none"> Updated floodplain mapping meets Provincial Standards. Floodplain mapping is kept up to date. Floodplain mapping and related studies are approved by the Board of Directors. Funding is obtained when available.
Decisions made by the incumbent	
	<ul style="list-style-type: none"> Frequency of updating floodplain mapping. Setting of budgets to update floodplain mapping.
Measurements	
	<ul style="list-style-type: none"> Funding applications are successful. Floodplain mapping is completed to acceptable Provincial Standards. Floodplain models are maintained in an up-to-date state reflective of the current watershed.

Key Accountability #10	Land Management
Weight (% of Time):	5
Duties/Tasks	
	<ul style="list-style-type: none"> Oversee Traffic Counter Program. Complete annual report. Maintain Forest Management Plans including MFTIP reporting and completion of annual summaries, updating Forest Management Plans, creating and/or updating Operational Plans, facilitating harvesting, etc. On annual basis, in conjunction with the GIS/Water Resources Technologist review available imagery to identify any potential timber theft from LRCA owned land. Recommend to CAO when action is required. Oversee the operation of the Hazelwood Lake Dam including: scheduling annual inspections, undertaking minor and major maintenance, securing funding, etc. Maintain the Neebing Weir including: maintaining Permit to Take water, scheduling annual inspections, etc.
Expected Results	
	<ul style="list-style-type: none"> Annual Traffic Counter Report summarizes traffic patterns at Conservation Areas. Timber theft from LRCA land is identified in a timely manner. Hazelwood Lake Dam is continually inspected and maintained. Required permits are maintained for the Neebing Weir and weir is inspected annually.
Decisions made by the incumbent	
	<ul style="list-style-type: none"> When to undertake forest management activities. When to schedule minor and major maintenance of the Hazelwood Lake Dam.
Measurements	
	<ul style="list-style-type: none"> Traffic Counter Report provides meaningful information that can be used in operating Conservation Areas. Forest Management operations meet objectives of Forest Management Plans. Timber theft is identified in a timely manner. Hazelwood Lake Dam is operational. Neebing Weir is operational.