

<b>Seine-Rat River Conservation District</b>		<b>Policy Directives</b>
Section	Date Approved	Revision No.
Subject: <b>Watershed Assistant's Job Description</b>	Board Chairman	Date Issued
	Board Vice-Chairman	Date of Revision

### **GENERAL**

Reporting to the District Manager, the Watershed Assistant is responsible for providing technical and professional support to the Manager in general program delivery and administration within provisions of the *Conservation Districts Act*.

### **QUALIFICATIONS**

Graduation from a recognized Environmental Science or related field; Knowledge of agricultural land use and fundamental watershed principles; Strong interpersonal skills with the ability to communicate verbally and in writing; Proficiency with Microsoft Office and data management; Ability to work kindly with residents from all walks of life; Resourceful and self-motivated.

Major responsibilities may be categorized into a series of functions, each involving a list of duties:

#### **1. ADMINISTRATIVE COORDINATION**

- ✓ The role of the Watershed Assistant is to provide support to the District Manager to implement SRRCD programs and projects across Southeastern Manitoba.

#### **2. PROJECT IMPLEMENTATION SUPPORT**

- ✓ Assist with the implementation of District and Sub-District programs ensuring programming is delivered according to schedule, within budget, and according to SRRCD policies and priorities as directed by the Manager
- ✓ Assists with on-site wetland surveys and post processing of survey information
- ✓ Provides on-site project support to SRRCD staff
- ✓ Maintains up-to-date equipment and materials inventory
- ✓ Work as a team with SRRCD staff to ensure that all permits, landowner agreements, right of access forms, etc. are obtained prior to construction, or activity and advise the Manger of any reason why this cannot be achieved
- ✓ Assist with summer student supervision as required to meet program commitments
- ✓ Document and report project updates to Manager
- ✓ Initiate requests for services for future projects with potential clients
- ✓ Collect technical project details and costs
- ✓ Assist with the investigation and development of potential new programs and activities
- ✓ Support steering committees as required/requested
- ✓ Conduct water samples and data management of results

- ✓ Able to fulfill outdoor duties in all weather conditions
- ✓ Maintain good working relationships with district residents and project partners
- ✓ Any other related duties assigned by District Manager

### **3. PROGRAM PLANNING & REPORTING**

- ✓ Promote and implement long-term integrated resource planning support
- ✓ Assist with implementation of Watershed Management Plans
- ✓ Assist with Alternative Land Use Services database management
- ✓ Provide support capacity to the Manager on grant writing and reporting

### **4. ADMINISTRATION**

- ✓ Adhered to District policies and guidelines
- ✓ Assist to monitor, evaluate and suggest improvements to District operation and efficiency
- ✓ Assist in organizing District and Sub-District meetings with Manager
- ✓ Act in an unbiased and professional manner when representing the District
- ✓ Keep track of all project documentation in an organized manner
- ✓ Submit signed invoices, timesheets and expense reports regularly to Manager

### **5. PUBLIC EDUCATION/PUBLIC RELATIONS**

- ✓ Prepare public awareness and educational outreach programs.
- ✓ Promote District visibility and maintain strong relationships with District partners
- ✓ Promote District programs, projects and objectives.
- ✓ Assist to implement a conservation education program that effectively involves local residents and youth groups
- ✓ Present conservation programming to schools and other local interest groups
- ✓ Organize and attend public functions on behalf of the Board
- ✓ Prepare and conduct presentations to District partners, as required

### **6. TECHNICAL SUPPORT**

- ✓ Provides mapping support for SRRCD projects
- ✓ Update the SRRCD Websites as required
- ✓ Communication support on social media platforms

### **7. REPORTING LINES**

- ✓ Watershed Assistant is hired by the District Board and receives direction from the District Manager
- ✓ Reports to and is held accountable by the District Manager