

RIDEAU VALLEY CONSERVATION AUTHORITY

JOB DESCRIPTION

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| Position Title: | Director, Watershed Science and Engineering | |
| Department: | Watershed Science and Engineering Services | Supervisor's Position Title: General Manager |
| Classification: | Band 8 | Date of Issue: October 3, 2024 |

JOB SUMMARY

The Director of Watershed Science and Engineering leads a team of multi-disciplinary professionals including engineers, scientists and technicians to support the Authority's objectives in the areas of flood forecasting and warning; natural hazard identification and management; drinking water source protection; watershed modeling; monitoring and reporting of hydrometric conditions, surface water quality, aquatic habitat and groundwater; water and erosion control infrastructure; and technical reviews that support land use planning and development review.

The incumbent will also work closely with the Director of Planning and Regulations as program areas overlap, foster a collaborative relationship with all departmental directors as a member of RVCA's management team, and support and provide advice to RVCA's Board of Directors, member municipalities and other partners and levels of government.

RESPONSIBILITIES

- Develops and implements programs, policies and procedures to ensure compliance with all relevant internal and external policies, guidelines and legislation.
- Recruits, supervises, mentors and supports the performance and professional development of a diverse team of employees including engineers, biologists, ecologists, and groundwater and surface water specialists.
- Works with staff to implement and review programs and identify opportunities for program development and enhancement.
- Gathers feedback from stakeholders and clients and adjusts processes and operations as appropriate to maintain or improve service standards.
- Provides guidance to staff and reviews reports and technical work as required.
- Manages large scale technical studies and capital projects such as water and erosion control infrastructure, including the preparation and evaluation of tender documents and the management of external consultants.
- Coordinates efforts to secure external or alternative funding for departmental activities, including preparation, submission and management of funding proposals and fundraising ventures.
- Prepares and implements an annual departmental work plan and budget, including requirements for staffing and resources as well as the generation of revenues.

- Participates in the preparation of the Authority's annual work plan and budget.
- Helps develop and implement strategic plans, corporate policy and management systems.
- Supports the integration of all Authority programs and services and participates in multi-disciplinary teams and committees within the Authority as assigned.
- Develops and delivers written and verbal reports for several audiences including the management team, Board of Directors, municipal councils, advisory committees and stakeholder and partner meetings.
- Supports the Board of Directors, member municipalities, other levels of government and partners in achieving watershed objectives through advice, participation on committees or other means.
- Establishes and fosters effective and collaborative working relationships with a wide range of external partners including municipalities, provincial ministries, federal agencies and local stakeholders
- Speaks on behalf of the Authority in media interviews as required, especially related to flood forecasting and warning.
- Manages the collection, maintenance, analysis and reporting of complex, sensitive and confidential information
- Other related duties as assigned.

EFFORT AND WORKING CONDITIONS

- Long periods of sitting at a desk to including periods of concentration to review and assess data and reports
- Long periods of looking at screens
- 80% of work is performed indoors in a normal office environment
- 20% of work is performed at various locations to support monitoring field work
- Regular long periods of driving to locations in the watershed
- Potential exposure to confrontational situations
- Working outside of normal office hours is required at least monthly to attend and present at Board meetings as well as other community presentations

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

- Degree in water resources engineering, environmental engineering or a related discipline and a strong understanding of groundwater, surface water and aquatic habitat resources.
- Licenced Professional Engineer in Ontario (P.Eng.)
- 10 years' experience, preferably with an Ontario Conservation Authority, municipality, or similar watershed management agency in another jurisdiction
- Familiarity with relevant legislation and regulations including, but not limited to, the *Conservation Authorities Act*, *Clean Water Act* and *Planning Act*
- Strong people management and leadership skills
- Demonstrated ability to recognize, react and respond to changing external circumstances

- Strong organizational skills with proven ability to prioritize workloads
- Demonstrated ability to solve complex and unique technical problems that frequently require independent action.
- Strong presentation and communication skills with the ability to communicate complex concepts and present to large audiences
- Demonstrated ability to lead public consultation, facilitate meetings and navigate contentious issues
- Strong negotiation and conflict management skills with the ability to collaborate and uncover win-win solutions
- Excellent verbal and written communication skills in English. French language skills are considered an asset
- Valid Class "G" Driver's license and satisfactory driving record.
- Commitment to performing job compliance with the highest ethical standards.
- Strong commitment to championing protection of the environment and the safeguarding of land and water resources.