

## CONSERVATION LANDS TECHNICIAN – CONTRACT

Grey Sauble Conservation Authority is seeking to fill the position of **Conservation Lands Technician** as a contract position to backfill a parental leave. The contract is expected to be approximately 12-months long.

### Who are we?

Grey Sauble Conservation Authority (GSCA) is one of Ontario's 36 conservation authorities dedicated to protecting, restoring and enhancing our local natural environment, and keeping our communities safe from flood, erosion and shoreline hazards. GSCA is a community-based resource management agency which owns and manages 11,734 hectares (28,995 acres) of some of the most scenic and environmentally sensitive lands in Ontario. For over 60 years, GSCA has been offering local renewable natural resource programs and services to its watershed municipalities and landowners. We care for the five major watersheds and several lake fringe watersheds within Grey and Bruce Counties. We are inspired to make a difference and we work to inspire a strong appreciation for the environment within our communities.

### Who are you?

You are dedicated and enthusiastic about environmental management, ecological integrity, and a positive visitor experience. You have a strong understanding of property and resource management, sound decision making skills, and are highly organized. You possess an outgoing personality that allows you to work effectively with multiple partners, stakeholders, and team members. You want a career that allows you to make a difference in your community.

### Why work for us?

GSCA's Administrative Office is situated on over 200 hectares of natural wilderness, complete with over seven kilometres of hiking trails and one of southern Ontario's most magnificent waterfalls. We offer competitive public sector pay and the opportunity for enrollment in the Ontario Municipal Employees Retirement System (OMERS) pension fund. Joining GSCA means that you will be part of a small, closely knit team, you will know your co-workers by name, will make fast friends, and will have direct access to the considerable knowledge of these individuals.

### Summary of Functions

This position will work with GSCA Operations, Forestry, Communications and Water Management departments to ensure that GSCA-owned lands and facilities are being managed in accordance with GSCA policies and Provincial regulations to:

- Provide recreation and healthy living opportunities for people,
- Protect natural and cultural heritage, including habitats for wildlife and plant species and,

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#### Member Municipalities

Municipality of Arran-Elderslie, Town of the Blue Mountains, Township of Chatsworth, Township of Georgian Bluffs, Municipality of Grey Highlands, Municipality of Meaford, City of Owen Sound, Town of South Bruce Peninsula

- Work with partners and stakeholders to identify and protect lands for conservation.

### ELIGIBILITY REQUIREMENTS

- Graduation from a recognized College or University in a minimum two-year degree/diploma program in resource management, life sciences, geography, environmental science, or a similar discipline.
- Minimum of two (2) years' experience in land and/or natural resource management.
- Proficiency with using email, Microsoft Office Suite, and Adobe Acrobat or PDF Exchange Editor
- Familiarity with title searching, property deeds, land registry and land appraisal processes would be considered an asset.
- Familiarity with the use of Geographic Information Systems (GIS), property surveys, air photo interpretation and mapping.
- Experience inputting and maintaining databases.
- An understanding of reading and implementing policy documents and guidelines.
- Familiarity with relevant legislation, including the Conservation Authorities Act, Trespass to Property Act, Occupiers Liability Act, Occupational Health and Safety Act and related regulations and codes.
- General expertise to recognize and understand local wildlife, plants and habitats.
- Demonstrated tact, good judgement and effective communication skills.

### SUMMARY OF MAJOR TASKS

- Create and update Management Plans for select properties.
- Monitor properties' uses and ongoing users' input.
- Support how conservation lands and facilities can be used to further the Authority's Strategic Goals.
- Liaise with interest groups regarding property uses and improvements.
- Assist with the review of property tax assessments to keep properties in appropriate tax status.
- Assist with any necessary updates to the permitted uses of Authority-owned lands.
- Manage fees and funding requests to ensure consistency with GSCA's established fee schedule(s).
- Assist with managing GSCA's property agreements, easements, leases and rentals.

### ADDITIONAL INFORMATION

This position works 35 hours, Monday to Friday. Occasional evening and weekend work may be required. A full listing of the position requirements and responsibilities is available in the Position Description available on Grey Sauble Conservation Authority's website.

**Starting salary:** \$57,858 and opportunity for enrollment/continuation in OMERS pension plan.

### Forward resume by January 16, 2026, to:

Grey Sauble Conservation Authority  
901 3<sup>rd</sup> Avenue East  
Owen Sound, ON N4K 5N6  
Email: [jobs@greysauble.on.ca](mailto:jobs@greysauble.on.ca)

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**Both a resume and cover letter are required. Please quote "Conservation Land Technician" on resume and cover letter. Resumes/letters submitted electronically must be submitted in pdf format.**

Anticipated Start Date: February 16, 2026

We thank all applicants for their interest. **However, only those selected for an interview will be contacted.** No phone calls please. Late applications will not be considered.

GSCA is an Equal Opportunity Employer. In accordance with AODA (Accessibility for Ontarians with Disabilities Act, 2005), GSCA will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability – related accommodations, please inform GSCA Administrative staff. All personal information is collected under the authority of the municipal Freedom of Information and Protection of Privacy Act.

**Position Title:**                      **Conservation Lands Technician (Contract)**

**Purpose of Position:**

To assist with the management of GSCA's lands based on GSCA's existing lands-related policies and strategies to assist GSCA to:

- Provide recreation and healthy living opportunities for people,
- Protect natural and cultural heritage, including habitats for wildlife and plant species and,
- Work with partners and stakeholders to identify and protect lands for conservation.

To ensure that GSCA's lands and facilities are managed sustainably for the long term, and that they enable and support the work of other departments, such as Forestry, Water Management and Conservation Education.

**Reporting Relationship:**

Reports to the Chief Administrative Officer

No Staff report to the Conservation Lands Technician. Occasional volunteer oversight may be involved.

**Job Requirements:**

a) Education

- Graduation from a minimum three-year post-secondary program in resource management, life sciences, geography, environmental science, or a similar discipline.

b) Technical Knowledge

- More than of two (2) years' experience in land and/or natural resource management, including:
  - Managing the use and development of land resources including conservation lands.
  - Familiarity with title searching, land registry and land appraisal processes and with land use planning principles and mechanisms.
  - Demonstrated knowledge of the principles and practices of natural resource management.
- Familiarity with the use of Geographic Information Systems (GIS), air photo interpretation and mapping.
- Ability to implement existing policy documents and guidelines.
- General familiarity with relevant legislation, including the Conservation Authorities Act, Trespass to Property Act, Occupiers Liability Act, Occupational Health and Safety Act, and related regulations and codes.

- An understanding of property tax documents and available incentive programs.
- General expertise in recognizing and understanding local wildlife, plants, and habitats.
- Strong familiarity with the Microsoft Office suite of programs.

c) Skills

- Demonstrated tact and good judgement
- Effective communication skills, including consistent messaging, tact, effective presentations, active listening and clear written and oral communication.
- Demonstrated ability to assist with maintaining a department level budget.
- Sound decision-making and the ability to balance competing priorities, deal with ambiguities, and take risk mitigation and political implication into account.
- Demonstrated ability to work in a team and to develop and leverage working relationships and partnerships to influence and support the Authority's desired outcomes.
- A focus on customer service, results, and continuous improvement.
- Strong organizational skills.
- Valid Ontario Class "G" Driver's License.
- Valid Standard First Aid Training.

**Responsibilities:**

Assist with the Management of GSCA Lands and Facilities, including:

- If necessary, propose updates and improvements to policies, standards and guidelines for the department, to better achieve the Strategic Goals of the Authority.
- Create and update Management Plans for select properties, with the input of partners and stakeholders, including future visioning, site plans, and evaluating permitted uses.
- Monitor properties' uses and ongoing users' input.
- Work cooperatively with the Operations Manager to provide information on Property Management Plans and Asset Management Plan.
- Work with other GSCA Staff to identify and support how lands and facilities can be used to further the Authority's Strategic Goals.
- Liaise with interest groups regarding property uses and improvements, including opportunities and issues such as assisting the Authority with trail re-routes, maintenance, agreements and insurance (e.g. "friends of" groups, ski clubs, sportspersons, naturalists, Bruce Trail Conservancy, etc.)
- Assist with the review of property tax assessments and seek to correct errors and work cooperatively with the Forestry Department and Financial Department to keep properties in appropriate tax status, such as under the Conservation Lands Tax Incentive Program, the Community Conservation Lands Program, or the Managed Forest Tax Incentive Program.
- Assist with any necessary updates to the permitted uses of Authority-owned lands and make recommendations for changes.

- Manage fees and funding requests to ensure consistency with GSCA's established fee schedule(s).
- Assist with managing GSCA's property agreements, easements, leases and rentals, with support from Authority staff.
- As necessary, assist the Operations Manager with the review of policy guidance for GSCA's risk management approach and documentation and to maintain and improve emergency and incident procedures and reporting.
- Work with the Finance Department to provide input on required insurance coverages for property user groups.
- Maintain a central organized file and data structures in alignment with GSCA's overall IT Policies and keep documentation for all of GSCA properties, including deeds, property registers, survey records, management plans, use agreements, issues, correspondence, risk inspection results, etc.
- As necessary, assist with any land acquisition or disposition work of the Authority.
- Respond to public and staff inquiries as required.
- Participate on selected working groups and committees to represent the Authority.
- Assist with other departments as required (e.g. flood monitoring/prevention activities).
- Support GSCA corporate endeavors as required.
- Other duties may be assigned.

### **Working Conditions:**

- Primarily working in the Administration Centre with frequent contacts with other staff, club representatives, other government representatives, special interest groups and the public.
- Frequent schedule adjustments to accommodate meetings with public, interest groups, lessees, neighbours, etc. outside core working hours.
- Some exposure to disagreeable conditions including navigation through rough terrain, during all seasons and all weathers, including visits to habitats, trails and field facilities.
- Normal disruption to lifestyle, including infrequent out of watershed meetings or some evening or weekend work.

### **Contacts:**

- Regular inside contacts throughout the GSCA.
- Regular outside contacts, primarily via phone or virtual meetings, with some in-person meetings with the clients, visitors, and the public.

**Updated:** November 2025