



Job Opportunity: **Field Supervisor**

The Winter River-Tracadie Bay Watershed Association was formed in 2008 to protect and enhance the health and aesthetic qualities of the Winter River-Tracadie Bay watershed area. The watershed includes communities such as Brackley, Union Road, York, Suffolk, Pleasant Grove, Grand Tracadie, Corran Ban, Mill Cove, Donaldston, Tracadie Cross, and Blooming Point. The area is the primary source of water for the City of Charlottetown. In 2016 we became a registered charity.

Description & Responsibilities

It is the job of the Field Supervisor to act as a role model to crew members. All health and safety guidelines and work protocols are to be followed while providing an example of expectations for crew members, whether its behaviour expectations, working expectations, purpose of work, etc.

General Duties

Field Operations (90%)

- Collaborate with Project Manager and Watershed Coordinator on daily field plans.
- Direct supervision of field crew during watershed enhancement or monitoring activities. Crew size may vary based on activities to be completed.
- Assess project sites for work assignments and assign tasks to crew members, ensuring crew members are working safely and effectively, which includes following health and safety policies.
- Ensure work is completed as directed and provide feedback to crew members on their performance.
- Conduct assessments and surveys such as blockage or headwater surveys, water monitoring, etc.
- Train staff on correct techniques for tree planting, riparian zone management, stream enhancement work, equipment use, etc.
- Ensure photos and GPS coordinates of work are taken- may delegate to another crew member.
- Field equipment maintenance (ensuring chainsaw operators perform routine maintenance tasks, properly storing equipment at end of workday, ensuring no tools or wastes are left at job sites, etc.).
- Ensure there is enough fuel, supplies, and equipment for the following workday.
- Designate a safe work area and communicate with anyone who approaches the work area (this may include landowners or member of the public).
- On indoor workdays, review crew work and check in on staff to ensure assigned work is completed.
- Work with crew members if they have time to make up.
- Depending on the qualifications of supervisor and members of the work crew, the positions of Field Supervisor and Chainsaw Operator may be combined.

Administration/Office tasks (10%)

- Complete daily field reports including hours worked by each crew member, details on project completion, etc.
- Train crew members to upload daily pictures, notes, mileage, and GPS points.
- Ensure photos and GPS coordinates are uploaded daily- may delegate to another crew member
- Write an end-of-year report summarizing completed projects.
- Other various tasks when needed

Qualifications

Essential

- Ability to handle physical tasks such as walking for extended periods in various outdoor habitats (fields, woods, streams, etc.) and frequent lifting of heavy items.
- Ability to accurately track and record field data (ex. # of trees planted by site and species)
- Basic computer skills such as Google Drive, Microsoft, Google Earth, etc.
- Ability to work in various weather conditions.
- Ability to work on a team and support team members to complete challenging projects in a timely manner.

Asset

- Field assessment experience for watercourse management
- Previous supervisory experience
- First aid training
- Chainsaw safety training and/or experience using chainsaws
- Educational background in biology, wildlife conservation, or a related field
- Experience with GPS data collection and analysis
- Intermediate or advanced skills with data analysis including statistics
- Technical writing skills
- Residence within the watershed area

For many positions, individuals must meet the criteria set by funding organizations:

- between the ages of 15 and 30 (inclusive);
- has been registered as a full-time student in the previous academic year and intends to return to school on a full-time basis in the next academic year (in or outside of Canada)
- a Canadian citizen, permanent resident or protected person as defined by Immigration and Refugee Protection Act;
- legally entitled to work in Canada and to work according to any provincial legislation and regulations; and
- Preference may be given to qualified candidates who self-identify as a member of a visible minority group.

Terms of employment

The salary range starts at \$20.50 per hour and increases based on qualifications and experience.

A regular work week is 40 hours, with some variation depending on weather conditions and specific projects. Start times range from 6:00-8:00 (with earlier start times during hottest time of summer), and end times at 14:30-16:30 respectively. Work is generally completed Monday to Friday, but depending on specific projects, occasional weekend work may be required.

Depending on anticipated funding sources, positions may last from 8-16 weeks with the possibility of an extension. Positions may start as early as April 28th.

To apply

Send a **résumé** and **cover letter** to Raena Parent, Watershed Coordinator at wrtb.watershed@gmail.com. Please outline in your cover letter whether you meet the criteria listed by our funding organizations.

Applications will be received and evaluated until all suitable candidates are found.