

Job Opportunity: **Field Supervisor**



WINTER RIVER - TRACADIE BAY WATERSHED ASSOCIATION

Supporting The Watershed,
So It Can Support You

About WRTBWA

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.

Field Operations (90%)

- Collaborate with Project Manager and Watershed Coordinator on daily field plans
- Direct supervision of field crew during daily watershed enhancement activities. Crew size (2-5 people) may vary based on activities to be completed
- Assign tasks to crew members based on skillset and ability and ensure crew members are working safely and effectively (including following health and safety policies)
- Ensure work is completed as directed and provide feedback on crew performance.
- Conduct assessments and surveys for monitoring purposes
- Train staff on correct techniques for tree planting, riparian zone management, stream enhancement work, equipment use, and other field related tasks as needed
- Ensure photos, notes and GPS coordinates of work are taken- may delegate
- Maintenance of field equipment and ensuring adequate supplies for following workday
- Designate safe work area and communicate with anyone who approaches the work area (this may include landowners or members of the public)
- On indoor workdays, review crew work and ensure assigned work is completed.
- Depending on qualifications of supervisor and members of the work crew, the positions of Field Supervisor and Chainsaw Operator may be combined

Administration (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, notes and GPS coordinates are uploaded daily- may delegate
- Write an end of year report summarizing completed projects
- Other various tasks when needed

Requirement

- Pursuing an education in biology, wildlife conservation, environmental science, watershed enhancement, or similar
- Ability to handle physical tasks such as walking for extended periods outdoors and frequent lifting of heavy items
- Ability to accurately track and record field data
- 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
- Technical writing skills
- Residence within the watershed area

Individuals must meet the criteria set by funding organizations:

- Must be entering or returning to full-time post-secondary studies in the Fall
- 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

Salary starts at \$21.07 per hour (+4% vacation) and increases based on qualifications and experience.

Earliest start date: May 4th, 2026

Contract duration: 8-16 weeks (40 hours/week)

Work hours: 7:00 AM to 3:30 PM (earlier start times may occur during hottest time of summer). Work is generally completed Monday to Friday, but occasional weekend work may be required.

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.