



## Position Description

**Job Title: Development Regulations Officer**

**Salary/Wage: \$67,694 - \$79,640 – 35 hours per week**

**Reports to: General Manager / Secretary – Treasurer**

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### Purpose

The primary role of the Development Regulations Officer is to assist with successful execution of the Authority's core mandated Natural Hazards program. The Development Regulation Officer is responsible for interpreting Provincial and Conservation Authority policy as it relates to development proposals and to coordinate response for inquiries and applications related to the *Conservation Authorities Act* and the Authority's Development Regulations - *Prohibited Activities, Exemptions and Permits (Ontario Regulation 41/24)*.

The Development Regulations Officer will work alongside and take direction from the Otonabee Conservation Manager, Plan Review & Permitting Services and the Otonabee Conservation team. The position will report to the Otonabee Conservation administration office located in Peterborough while serving the residents and municipalities of the Crowe Valley Conservation Authority.

### Primary Responsibilities (This is not an exhaustive list)

1. Assist in implementation of the Authority's Section 28, *Prohibited Activities, Exemptions and Permits* Regulation by processing applications, legal inquiries and general inquiries in accordance with Authority policy. Conduct meetings with applicants and their representatives and undertake field inspections related to these applications and inquiries;
2. Assist with inquiry and permit application input and processing into the Information Management System;
3. Remain current in relevant government environmental and resource management policy and legislation;
4. Ensure required Health and Safety Guidelines are followed.

## Required Skills and Qualifications

- Degree in environmental planning, environmental resources, geography, or related discipline, or equivalent education and experience.
- Eligibility for appointment as a Provincial Offences Officer under Section 28 of the Conservation Authorities Act.
- Minimum of three years of progressive, relevant experience.
- Strong knowledge of the Provincial Offences Act, *Planning Act*, Provincial Planning Statement, *Conservation Authorities Act*, and related regulations.
- Understanding of water and environmental management principles, technologies, and municipal planning procedures. Proficiency in reviewing technical reports and aligning them with policy objectives.
- Ability to interpret natural features and land uses using maps, air photos, and field observations.
- Proficiency with Microsoft 365, GIS applications, and GPS technology.
- Valid Ontario Class G driver's license and clean driving record.
- Satisfactory Criminal Background Check.

## Core Competencies

### **Accountability**

Takes personal ownership and responsibility for the quality and timeliness of work commitments; follows organizational guidelines, professional standards, regulations and principles; demonstrates reliability and integrity on a daily basis; determines what will be accomplished including the required steps and actions that incorporate regulations and principles consistent with organization practices; recognizes errors in processes and practices and recommends corrective action; takes responsibility and ownership of mistakes.

### **Critical Thinking**

Monitors and analyzes the internal and external environment to identify current and future opportunities, challenges and risks; gather complete and accurate data; reflects on past experience and organizational practices and processes in order to develop consistent action plans; engages others within the workplace and anticipates when situations will require higher level support and involves the right people in addressing needs in order to develop outcomes.

### **Planning and Organizing**

Accurately estimates duration and level of difficulty of tasks and projects and sets goals, objectives and work plans to complete; develops, maintains multiple plans that impact others, aligns necessary resources in order to ensure completion of plans; anticipates obstacles and has contingency plans, demonstrates judgment and flexibility as necessary.

### **Service Orientation**

Provides superior service to both internal and external customers; revises approach or actions based on client concerns or additional information; draws on personal experience and knowledge to provide additional added value service by making recommendations for improvements or identifying potential issues and working to resolve issues before they progress.

### **Teamwork**

Works cooperatively and effectively with others to reach a common goal; participates actively in group activities fostering a team environment; communicates effectively to team members regarding job task, responsibilities and project process; shares knowledge and experience with team members and others and solicits input and feedback from others.

## Effort

- Fatigue resulting from focusing and juggling priorities, concentrated attention, focused thinking/analysis.

## Working Conditions

- Combination of outdoor and indoor office environment, including extended periods of time working at a computer.
- Occasionally traverse irregular terrain and/or work in wet insect infested areas.
- Occasional exposure to inclement weather.
- Occasional travel outside working hours.
- Occasionally extend or modify hours of work to attend meetings, seminars, and workshops.