



# WINTER RIVER - TRACADIE BAY WATERSHED ASSOCIATION

Supporting The Watershed,  
So It Can Support You

## Job Description Watershed Coordinator

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Position: **Watershed Coordinator**

Term: One-year renewable

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### **General Description of Geographical Area of Responsibility**

The Winter River-Tracadie Bay Watershed is located on the north coast of Prince Edward Island, just east of the center of the province. It covers 7271.9 hectares and is the principal source of potable water for the City of Charlottetown.

### **Accountability**

The Coordinator is accountable to the Board of Directors of the Winter River Tracadie Bay Watershed Association (WRTBWA) for work assigned by the Board, including: project applications and reports to funding agencies; supervision of staff; field operations; financial management; liaison with landowners and outside agencies; data collection and analysis; and public relations. The goals, objectives and strategies of the WRTBWA are further outlined in the Association bylaws and Watershed Management Plan, and are in agreement with the Prince Edward Island Watershed Strategy.

This position reports to the Board of Directors through the Chair of WRTBWA.

### **Authority**

The Coordinator acts under the authority of the WRTBWA Board in directing staff, or when speaking on behalf of the WRTBWA.

## **General Duties**

### **Planning (25%)**

- Coordinate all aspects of watershed planning and enhancement as directed by the Board
- Make applications for funding to government and other agencies, and complete required reports
- Maintain an up-to-date list of projects and assist the Board to prioritize them

### **Field Operations (40%)**

- Deliver results on Watershed Management Plan goals, objectives and strategies through field operations
- Supervise and complete prescribed in-stream and on-the-ground activities such as fish habitat enhancement, tree planting, and removal of debris and garbage from waterways and riparian areas
- Supervise and complete prescribed data collection, primarily on water quality and quantity, and soil quality, including tabulation and analysis
- Manage all equipment, including purchasing, inventory, use, maintenance and storage
- Liaise with technical experts on watershed restoration activities, as required
- Liaise with community residents and landowners to acquire landowner permission for access to streams and adjoining land

### **Administrative Management (20%)**

- Prepare monthly and annual reports as required by the Board
- Administer financial management and payroll under the supervision of the Treasurer
- Maintain appropriate financial, personnel and inventory records
- Manage staff relations in accordance with applicable provincial and federal legislation
- Establish performance standards, assign duties and supervise crews
- Enforce safety rules in use of equipment and in all field operations
- Abide by the by-laws and policies of the WRTBWA
- Participate in the recruitment and hiring of crew members
- Prepare for and attend all Board and committee meetings, as required

### **Communications (15%)**

- Communicate WRTBWA activities to watershed residents including brochures, newsletters, community posters, and media relations
- Work with landowners and residents to promote activities that will enhance water and soil quality, and water conservation

- Work with the WRTBWA Board and committee members to organize public meetings and educational events

### **Qualifications**

- Educational qualifications in biology, wildlife management, environmental science, or other relevant field required
- Project coordination, public relations, writing skills, budgeting experience considered assets
- Ability to handle physical tasks such as heavy lifting and walking for extended periods in various outdoor habitats - fields, woods, streams, etc. - required
- Stream enhancement and supervisory experience considered assets
- Silviculture (chainsaw) and First Aid certification required
- Proven ability to manage in a collaborative style required
- Openness to continuous learning required
- Must have access to own vehicle and cellphone

### **Work Term**

The Coordinator will normally work from May to December, inclusive.

### **Salary - To be determined by the Board**

### **Evaluation**

The Coordinator's performance is evaluated annually by the Board and is based on the degree of completion of duties and responsibilities as outlined above.

### **Removal from position**

The Coordinator's employment may be terminated without cause during the six-month probation period, and may be terminated with cause in accordance with the provisions of the *Employment Standards Act*.