

Job Description: Field supervisor



WINTER RIVER - TRACADIE BAY
WATERSHED ASSOCIATION

Supporting The Watershed,
So It Can Support You

General Description of Geographical Area

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 approximately 14,600 hectares and is the principal source of potable water for the City of Charlottetown.

Accountability

The Field Supervisor is accountable to the Watershed Coordinator, who in turn reports to the Board of Directors of WRTBWA.

General Duties

Field Operations

- Direct supervision of field crew during watershed enhancement or monitoring activities
- Assess project sites to ensure tasks were completed as directed, and provide feedback to workers on their performance.
- Train junior staff on correct techniques such as tree planting
- Assign tasks to crew members and ensure crew members are working safely and effectively
- Responsible for field equipment maintenance, such as ensuring chainsaw operators perform routine maintenance tasks, properly storing equipment at end of work day, ensuring that no tools or wastes are left at job sites.
- Ensure sufficient quantities of fuel, supplies, and equipment are available for the duration of the workday.
- Inform Coordinator as soon as possible of equipment that needs to be replaced or repaired.
- Liaison with landowners as needed, example communication at work locations if approached by landowner or member of the public.

Planning

- Collaborate with Watershed coordinator on daily field plans. During some projects the Watershed Coordinator will be in field for the duration of project and will be project lead. On more routine tasks, Watershed Coordinator will be in field part time and in office part time.
- Assign staff to work crews and carpools to work sites.

Administrative

- Complete daily field reports including hours worked by each crew member, hours of crew time spent on different projects, details of specific tasks such as numbers of trees planted, etc.
- Take photos and GPS coordinates of all work sites, or ensure a staff member is completing these tasks each day.
- Assist Watershed Coordinator with additional documentation and data entry as needed.

Qualifications

Essential Qualifications

- Experience in watershed enhancement activities such as tree planting, construction of brush mats, and removal of stream blockages
- Field data collection

Asset Qualifications

- Chainsaw safety training and experience using chainsaws
- Field assessment experience for watercourse management
- Previous supervisory experience
- Educational background in biology or a related field
- Experience with GPS data collection and analysis

Work Term

Depends upon candidate availability, specifics of grant funding, and weather factors.

- Start date is anticipated to be between April 3 and May 29
- For a current student, term will end in late August
- For a recent graduate, a work period of up to 52 weeks may be available
- For an experienced adult, work period is 14-30 weeks

Hours of work

40 hours per week, with some variation depending on weather conditions and specific projects. Start times are generally 7am or 8am (with earlier start times during hottest time of summer), and end times at 3:30 or 4:30. Work is generally completed Monday to Friday, but depending on specific projects, occasional weekend work may be required.

Salary

Depends upon qualifications of individual and duration of work term.

Removal from position

The Field Supervisor'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*.

Other

- Must provide own transportation, mileage will be paid for travel between work sites. Employee is responsible for mileage costs to reach the first place of work for the day.
- Provide own clothing and footwear appropriate for field work
- Waders and personal protective equipment will be provided for use during field activities.
- Depending on qualifications of supervisor and members of the work crew, the positions of Field Supervisor and Chainsaw Operator may be combined.
- WRTBWA is an equal opportunity employer. However, government funding programs that are the core source of money for staff salaries have varying requirements for participants, primarily based on age and work experience. To be considered for all potential programs, please indicate your age in your covering letter. Individuals who identify as being a member of a visible minority group or Aboriginal, may choose to indicate this in their cover letter, as certain programs prioritize members of these groups.

To Apply

Please forward resume, references, and cover letter to Sarah Wheatley at info@WinterTracadie.ca or 630 Suffolk Road, Dunstaffnage PE, C1C 0P6

Applications will be considered until April 21, or until a suitable candidate is found.