

Job Description: Watershed 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 13,400 hectares of land and 1,800 hectares of bay. It is the principal source of potable water for the City of Charlottetown. 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. Then in 2016, we became a registered charity. 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.

Accountability

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

Responsibilities

Planning

- Collaborate with Watershed coordinator on daily field plans. During some projects, the Watershed Coordinator will be present in the field and more involved in organizing tasks. On more routine tasks, Watershed Coordinator will mainly limit involvement to initial training and trouble shooting issues as needed.
- If requested by coordinator, assign staff to work crews and carpools to work sites.

Field Operations

- Direct supervision of field crew during watershed enhancement or monitoring activities. Crew size may vary based on activities to be completed (several smaller crews work independently for some activities) and amount of funding available, though would generally be 3-5 individuals.
- Assess project sites for work assignments and assign tasks to crew members and ensure crew members are working safely and effectively, which includes following health and safety policies related to COVID-19 (ex. physical distancing, hand washing, mask wearing in certain situations).
- Assess project sites to ensure tasks were completed as directed and provide feedback to workers on their performance.
- Train junior staff on correct techniques for tree planting, riparian zone management, stream enhancement work, etc.
- Responsible for field equipment maintenance, such as ensuring chainsaw operators perform routine maintenance tasks, properly storing equipment at end of the workday, and ensuring that no tools or wastes are left at job sites.
- Ensure at the end of each day that sufficient quantities of fuel, supplies, and equipment will be available for the duration of the following workday.
- Inform Coordinator as soon as possible of equipment that needs to be replaced or repaired.
- Designate safe work area and communicate with anyone who approaches the work area (this may include landowners or member of the public).

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.
- Upload photos and GPS coordinates daily to online server.
- Write a report by the end of the work term summarizing all the projects that were completed.
- 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, removal of stream blockages, etc.
- Ability to accurately track and record field data (ex. # of trees planted by site and species)
- Ability to handle physical tasks such as walking for extended periods in various outdoor habitats (fields, woods, streams, etc.) and frequent lifting of 10kg or more.
- Basic computer skills such as Excel, Google Sheets, Word, Google Docs, Google Earth, etc.
- Basic knowledge of chainsaw functioning and maintenance, or a willing to learn these skills upon hiring.

Asset Qualifications

- 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

Work Term

Depends upon candidate availability, specifics of grant funding, weather factors, and performance of individual during core field work season.

- Start date is anticipated to be between April 26 and May 17
- For a recent graduate, the work term would be 16 to 30 weeks
- For an experienced adult (over 30 and not eligible for any funding programs), work period is 14-26 weeks
- While it is hoped that the individual will be available full time for fall work, well qualified students will also be considered for a position that will end in late August, or which will transition to part time hours during the fall.

Work term may be extended based on satisfactory performance, candidate skills, and additional funding that may become available after the work term has begun.

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 respectively. Work is generally completed Monday to Friday, but depending on specific projects, occasional weekend work may be required.

Salary

Depends upon qualifications of individual, duration of work term, and applicability of various funding sources. Currently estimated range is \$18 to \$20/hour.

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 and weather conditions.
- Must have own cell phone during field work, for safety and essential communications.
- 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.

To Apply

Send a résumé and cover letter to Sarah Wheatley, Watershed Coordinator

630 Suffolk Road, Dunstaffnage PEI, C1C 0P6 OR info@WinterTracadie.ca

- Applications will be received and evaluated until April 1 or a suitable candidate is found.
- Learn more about our association by visiting www.WinterTracadie.ca or [Facebook.com/WRTBWA](https://www.facebook.com/WRTBWA)