

## METRO VANCOUVER REGIONAL DISTRICT

**Position Description: Watershed Protection Coordinator (G493)**

**October 2018**

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### **PURPOSE OF POSITION:**

Reporting to the Superintendent of Watershed Protection, this position involves supervision of staff and providing leadership and skilled technical expertise in securing GVWD lands and ensuring enforcement of regulations.

### **DUTIES:**

*(The duties described hereunder are intended to be representative of the position and are not to be considered as all inclusive.)*

Provides supervision and planning of the day-to-day operations.

Ensures that all individuals entering or working on GVWD lands have a valid watershed entry permit and are complying with *Watershed Regulations*. Arranges and escorts entrants on approved watershed business that do not have the required entry permit.

Investigates Watershed Protection incidents, summarizes findings, and makes recommendations for prevention of recurrence.

Develops, reviews, and ensures training of staff in operations and safety procedures. Assists with the development, facilitation and administration of in-house training; provides ongoing coaching to employees.

Performs watershed entry permit clearances at the field level, as designated by the Superintendent of Watershed Protection.

Ensures all Metro Vancouver and WSBC policies, regulations and legislation are followed.

Liaise with Metro Vancouver staff, external agencies, and contractors on a variety of matters and provides information as needed.

Assists with the tracking of purchases and expenditures; organizes cost estimates as required.

Assists staff in dealing with protection incidents (such as trespasses, GVWD infrastructure vandalism, Search and Rescue,) and dealing with difficult situations.

Installs, maintains, and operates video surveillance equipment at appropriate locations and is responsible for the daily operation of the electronic entrance gate and video surveillance equipment where such equipment is installed at work locations.

Patrols GVWD lands, relying on a variety of travel modes (i.e. vehicle, foot, bike, boat, and helicopter when required.).

Participates in emergency response, including forest fire fighting, petroleum spill clean-up, road patrols and emergency remedial works.

**DUTIES (cont'd):**

May be asked to act as the Superintendent of Watershed Protection.

Performs standby for watershed activities, as required.

**REQUIREMENTS:** (Minimum to fill position)

Grade 12 or equivalent. Post-secondary courses in Security or Environmental Protection would be considered an asset.

Progressive experience and responsibility in security and related systems with at least three (3) years of relevant experience.

Possess a Basic Security Training (BST) certification or able to obtain such certification in short order.

Demonstrated leadership skills and the ability to effectively direct, coordinate, and supervise the work of others; ability to establish and maintain effective working relationships with a variety of internal and external contacts.

Demonstrated ability to effectively communicate verbally, and in writing; ability to respond calmly, tactfully, and efficiently in an emergency, difficult, or potentially volatile situation.

Sound knowledge of and ability to utilize common office software applications. Knowledge and experience in using Access Control and Video Monitoring Systems.

Proven ability to work with minimal supervision

Capable of walking long distances over rough terrain for an extended period of time over a variety of weather conditions.

Valid Class 5 BC Driver's License

Boat operations experience and certifications would be an asset.

Ability to work rotating shifts.