



CRVWA Watershed Technician Job Description
(Updated August 3 2018)

Job Title: Watershed Technician

Reports to: Watershed Manager

Position Location Melfort, SK

Pay Scale: \$20.00/hour full-time (40 hours/week)

Position Term: Temporary (Approximately 12 month contract September 15 2018 - October 1 2019)

The Watershed Technician will work with CRVWA staff, board members, municipalities, agricultural producers, and watershed residents to promote stewardship activities in the watershed area, including farm stewardship, source water protection, shoreline assessments and naturalization, and developing educational materials, newsletter articles, workshops and brochures. Approximately 50% of the Watershed Technician's time will be dedicated to the delivery of the Canadian Agricultural Partnership Programming and the remaining 50% will be dedicated to source water protection, shoreline naturalization and other related projects as assigned by the Watershed Manager.

The Watershed Technician Will:

1. Work directly with producers:
 - 1.1 To encourage an understanding of watershed awareness, farm stewardship and Beneficial Management Practices (BMPs).
 - 1.2 Deliver Canadian Agricultural Partnership (CAP) programs including but not limited to the Farm Stewardship Program and the Farm and Ranch Water Infrastructure Program.
 - 1.3 Coordinate technical support for producers to successfully plan and develop projects through the Ministry of Agriculture, Water Security Agency, Ministry of Environment, or other agencies as required or requested.
 - 1.4 Organize and host information and technical workshops throughout the year to inform producers and educate them about beneficial management practices (BMPs) and issues concerning the watershed.
2. Perform farm visits to carry out activities as listed above.
3. Prepare and submit quarterly reports and annual reports for the Canadian Agricultural Partnership (CAP) programming as required by funding agencies, including the Ministry of Agriculture.
4. Prepare, deliver and adhere to an annual work plan and budget for the CAP programming which is to be approved by Ministry of Agriculture, Watershed Manager and CRVWA Board of Directors.
5. Actively participate in shoreline naturalization education, outreach, assessment and planting projects including selecting native plant species for planting, communicating program benefits to property owners and the public, and cooperating with municipalities, property owners and program partners to ensure program success.
6. Working with the Watershed Manager on source water protection programs and projects.
7. Working closely and collaboratively with the Watershed Manager to prepare and adhere to project and grant applications, work plans, budgets and reports.

8. Attend all CRVWA meetings and provide reports on work related activities.
9. Take meeting minutes at all CRVWA meetings.
10. Adhere to personal and public safety guidelines, and utilize sound judgement.
11. Develop communication and information materials on environmental topics; including newsletter articles, brochures, flyers and workshops.
12. Professionally represent the Carrot River Valley Watershed Association at meetings, workshops, trade shows, and other events.
13. Communicate professionally with public, partners, and colleagues about activities, progress, and knowledge. Apply confidentiality best practices when appropriate.
14. Complete and submit a monthly worklog, including hours worked, accomplishments, travel and other expenses incurred while performing duties to the CRVWA Bookkeeper and Watershed Manager on or about the last day of each month.
15. Attend professional development workshops, conferences, and seminars when available and financially feasible. All professional development activities must be pre-approved by the Watershed Manager or CRVWA Board of Directors.
16. Work under minimal supervision and work collectively with the Watershed Manager, other staff, program partners and board members of the CRVWA.
17. Hold a valid class 5 Saskatchewan Driver's License and have reliable transportation.
18. Use computer programs including Microsoft Office (word, excel, publisher, powerpoint), GoToMeetings, ArcMaps etc.
19. Some evening and weekend work may be required.

The Watershed Technician position will be based out of the Carrot River Valley Watershed Association office located at 202 Main Street, Melfort. Travel will be required within the Carrot River Watershed Area and on occasion to Prince Albert, Saskatoon or Regina or other locations within the province. The Watershed Technician must hold a valid class 5 driver's license and have reliable transportation as the Technician will use their own transportation when travelling for work. Mileage will be compensated at the current provincial government rate.