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Saugeen Valley Conservation Authority

Field Operations Coordinator, one full-time position

Saugeen Valley Conservation Authority (SVCA) invites applications for a full-time, permanent position as Field Operations Coordinator.

Why work for us?

With our small, dedicated team, you will know your co-workers by name and have direct access to experienced professionals across forestry, flood management, and conservation lands. This position offers the opportunity to work outdoors, develop advanced operational skills, and play a direct role in flood protection, dam operations, and conservation area maintenance across the watershed.

Summary of Functions

Reporting to the Manager of Forestry and Lands, the Field Operations Coordinator engages in planning, coordinating, supervising and participating in specific operations, construction, maintenance and infrastructure improvement projects across Saugeen Valley Conservation Authority properties and facilities.

The position oversees assigned field staff, seasonal employees and contractors, ensuring work is completed safely, efficiently and in accordance with applicable legislation, policies and operational standards.

Qualifications

- Demonstrated experience in field operations, construction, property maintenance and infrastructure repair.
- Experience operating and maintaining heavy equipment, machinery and small tools, including backhoes, loaders, bulldozers, tractors, commercial lawn mowers, ATVs and snowmobiles.
- Practical knowledge of general construction practices, including carpentry, plumbing, electrical work, welding and concrete work.
- Demonstrated ability to plan, coordinate and supervise work programs, projects and field staff effectively.
- Strong organizational, problem-solving and decision-making skills, with the ability to prioritize competing operational demands.
- Ability to prepare project cost estimates, coordinate purchasing and contractors, and monitor project expenditures.
- Working knowledge of applicable legislation, occupational health and safety requirements, and workplace policies and procedures.
- Strong interpersonal and communication skills, with the ability to interact professionally with staff, contractors and the public.
- Ability to perform physically demanding outdoor work in varying terrain, weather conditions and operational circumstances.

- Ability to work independently, exercise sound judgment and respond effectively to changing priorities and emergency situations.
- Required licences and certifications include:
    - Valid Ontario Class A driver's licence.
    - Certified Chainsaw Operator.
    - Operation of Small Drinking Water Systems Certification.
- Ability to provide a satisfactory Vulnerable Sector Check.

Duties and Responsibilities

- Coordinating specific construction, repairs, maintenance and improvements to Authority-owned buildings, facilities, conservation areas and infrastructure.
- Supervising field staff, assigning daily work activities and overseeing project implementation, including materials, equipment, contractors and cost control.
- Operating, inspecting and maintaining heavy equipment, vehicles, machinery and tools, including maintaining accurate service and maintenance records.
- Overseeing the maintenance and operation of designated conservation areas, drinking water systems, dams and water control structures.
- Participating in assigned activities associated with flood events, including operational support for flood management and other emergency response.
- Undertaking general construction, hazard tree removal, property maintenance and other specialized field operations.
- Supporting annual budgeting, project cost estimates, purchasing and operational planning.
- Ensuring compliance with occupational health and safety requirements, applicable legislation and Authority policies, while promoting safe work practices among supervised staff.
- Conservation area regulations enforcement, maintaining appropriate records and interacting professionally with staff, contractors and the public.
- Support forestry and restoration projects.
- Maintain detailed documentation, logbooks, and data collection records.
- Comply with all SVCA Health and Safety policies and procedures.
- Perform other duties as assigned appropriate to the position.

Work Environment and Conditions

Applicants must possess their own Green Patch CSA-approved safety boots, be able to work outdoors in all weather conditions, and be available for the duration of the season. Some heavy lifting and work in varied terrain is required.

Training

SVCA offers comprehensive training including WHMIS, First Aid, Health and Safety, and on-the-job instruction for equipment operation.

Location

- Sulphur Spring Conservation Area outside of Hanover, Ontario, with work throughout the watershed.

Wages and Benefits

- 40 hours per week, full-time, permanent
- Annual salary range $80,381 to $95,697

- Comprehensive benefits
- Enrolment in OMERS pension plan
- Enrolment in SVCA's Employee Assistance Program

Start date
As soon as possible

Closing date for applications
Wednesday, November 4th, 2026 - 4:30pm

Please submit your cover letter and resumé outlining how your experience meets the necessary qualifications by email to:

Human Resources, Saugeen Valley Conservation Authority
careers@svca.on.ca

Email is the preferred submission method. Submit your cover letter and resume as one .pdf document. Document file name and email subject line should be your name followed by _OPCO2026 (e.g., John.Smith_OPCO2026.pdf).

We thank all applicants for their interest, however only those selected for an interview will be contacted.

SVCA is an Equal Opportunity Employer. In accordance with *Accessibility for Ontarians with Disabilities Act, 2005* (AODA), SVCA will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability – related accommodations or more information about accommodation, please visit: www.saugeenconservation.ca/access

SVCA does not use artificial intelligence to screen, assess, or select applicants for this position. This job posting is for a newly created contract position.

All personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).