



## St. Clair Region Conservation Authority Job Posting

**Position Title:** Conservation Area Superintendent

**Job Type:** Seasonal (March to December)

**Department:** Conservation Areas

**Immediate Supervisor:** Manager of Conservation Areas

**Competition Number:** CA401

**Salary:** Minimum \$37.55/hr, Maximum \$45.69/hr

**Hours:** 40 hours per week

### Position Summary

The St. Clair Region Conservation Authority (SCRCA) is looking to add to their team, a Conservation Area Superintendent. The Superintendent is responsible for the daily operations, maintenance, security, and customer service within the assigned Conservation Area. The Superintendent assists in the development of the assigned Conservation Area budget and ensures expenditures are within budget. The Superintendent is responsible for the hiring, training, and supervision of seasonal and occasional employment program staff. The Superintendent is responsible for the collection of fees and camping documents associated with the operation of the Conservation Area. The Superintendent is also responsible for the enforcement of Conservation Area rules and regulations by monitoring user compliance, ensuring public and staff safety, and acting as a team leader.

This position is open due to an existing role becoming vacant.

### Duties and Responsibilities

- Supervise and perform a wide variety of maintenance tasks and repairs to Conservation Area facilities as required including sewage collection and transport, facility cleaning and repairs, water supply system maintenance, garbage collection, etc.
- Supervise and perform general maintenance on Conservation Area grounds including road maintenance, landscaping duties such as grass cutting, trimming, pruning, etc.
- Assist and/or coordinate with capital development projects at Conservation Areas
- Responsible for the safety and security of Conservation Area visitors including coordination with 3<sup>rd</sup> party security, enforcement of rules/regulations, and conflict resolution with campers/visitors
- Responsible for completion of risk management inspections and the completion of associated work orders

- Responsible for the distribution of drinking water throughout the campground
- Responsible for the collection and accounting of Conservation Area fees and campsite reservation system
- Provide training to staff, including health and safety, safe equipment use, personal protective equipment, customer service, reservation and Point of Sale software, and SCRCA policies
- Supervise and approve staff timesheets
- Responsible for the formulation of staff work schedules
- Responsible for collecting and reviewing all seasonal camping agreements, related paperwork, and proof of liability insurance
- Liaise with campers, ensuring customer satisfaction and provide oversight and guidance for campground events
- Responsible for the safe operation of a public pool, including maintaining proper water chemistry, appropriate signage, coordinating inspections, supervising lifeguard staff
- Responsible for the safe removal of hazard trees in accordance with the hazard tree and risk management policies
- Coordinate with external contractors for work to be completed within the Conservation Area
- Operate all equipment and vehicles in a safe and responsible manner
- Open and close facilities as required
- Arrange for the safe storage and proper maintenance of all gasoline, diesel, supplies and equipment
- Perform other duties as assigned

## Credentials and Experience

- Knowledge and experience in the use of all types of equipment required in the development, maintenance, and operation of a Conservation Area/camping facility
- Effective verbal and written communication skills; able to form and maintain positive relationships with the public and fellow staff
- Excellent customer service skills
- Demonstrated ability to plan and direct work programs
- Supervisory leadership and administrative skills required
- Ability to learn and use campsite reservation software, excel, and other basic computer programs
- Cash handling experience required
- Working knowledge of the Ontario *Occupational Health and Safety Act* and WHMIS
- Knowledge of Conservation Area Rules, Regulations, Policies and Procedures
- Must possess a valid class G driver's license; successful candidate will be required to provide a MTO Driver's Abstract
- Must be able to work outdoors in adverse weather conditions and work weekends and holidays

- Current standard First Aid and CPR certification
- Chainsaw operators' certificate
- May be required to be certified as a Small Drinking Water System Operator
- Complete training as Recreational Water Facility Operator
- May be required to complete RX100 Low Complexity Burn certification
- May be required to train as a Provincial Offences Officer for enforcement of S.29 of the *Conservation Authorities Act*
- Working at Heights training

## Work Environment/Conditions

### Work Environment

- Physical Demands (heavy lifting, walking long distances carrying equipment)
- Potential Hazards (felling trees, equipment operation, working at heights, exposure to cleaning chemicals)
- Physical Environment (temperature extremes, exposure to weather, noise levels from equipment, working on uneven ground, working in woodlots)
- Work Schedule (shift work, weekends, occasional evenings, responding to calls outside work hours)
- Rapidly changing duties (maintenance, visitor interactions, contractor communications, administrative, staff supervision)

### Work Pressure

- High degree of impact from errors
- Regular occurrence of shifting priorities
- High degree of involvement with staff
- Continuous tasks requiring deadlines while multi-tasking
- Periodic work outside of scheduled hours is required
- Conflict resolution – rules enforcement
- Customer service expectations

### Location:

- Position is based at the Lorne C. Henderson Conservation Area, 3653 Petrolia Line, Petrolia, ON
- Work from home is not available for this position

### Wage and Benefits:

- Salary Range: Min: \$37.55/hr, Max: \$45.69/hr
- Hours: 40 hours per week
- Benefits:
  - OMERS Pension Plan
  - Comprehensive benefit package

**Start Date:** June 1, 2026

**Closing date for applications:** March 21, 2026

Please submit your cover letter and resume by March 21, 2026, quoting competition number CA401, outlining how your experience meets the necessary qualifications to [gwilcox@scrca.on.ca](mailto:gwilcox@scrca.on.ca) indicating the position title in the subject line of your email.

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

Accommodation will be provided in all parts of the hiring process as required under the *Accessibility for Ontarians with Disabilities Act (AODA)*, Integrated Accessibility Standards Regulation. Applicants need to make their needs known in advance.

*The St. Clair Region Conservation Authority is an Equal Opportunity Employer*