

Greater Vancouver Regional District

Position Description: PLANNING COORDINATOR (G535)

November 2001

Purpose: Reporting to the Superintendent of Watershed Operations, this position is primarily responsible for ensuring the timely submission of plans through the appropriate Departmental, Board, Provincial, and Federal authorities for approval and that all plans conform with the appropriate Acts and relevant legislation. The work involves participating with a variety of internal and external contacts, in the development and coordination of a range of watershed management plans, including the completion and submission of required permits. Incumbent exercises considerable independent judgment in the submission of permit applications.

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

Prepares a variety of watershed operational plans utilizing, where applicable, federal and provincial accepted plan formats.

Assists with and provides essential information for high level plans.

Acts as environmental monitor, as required.

Prepares related applications, submissions, maps and reports as required in relation to program plan development and implementation.

Ensures that all plans developed conform to GVRD watershed policies and procedures and adhere to appropriate Acts and relevant legislation, such as the *Water Act, Fisheries Act, Wildlife Act and Forest Act*.

Coordinates, collects, compiles and assesses a variety of related inventory information, statistics, consulting reports and various other related data sources used in preparing program plans.

Develops and manages appropriate timelines, schedules and budgets for program plans within watershed operations such as roads, instream works and timber cutting.

Ensures all required permits, licenses and prescribed documentation are completed and submitted in a timely fashion.

Calculates and submits appraisal information relating to cutting permits.

Monitors operations and prepares activity briefing status reports for same.

Arranges for permit extensions, as required.

Consults, advises and negotiates with a variety of internal and external contacts on watershed management operations/planning matters.

Maintains familiarity with merging watershed policy and procedural issues as related to operational requirements.

May plan, direct, coordinate, supervise and participate in the work of a small group of employees.

Performs standby for watershed activities as required.

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

Requirements

Diploma in a natural resources technology program or an equivalent combination of training and related work experience in natural resource management.

Requires a minimum of five (5) years experience in watershed operations.

Considerable knowledge of the principles and practices of watershed management including, forest management, forest road design and maintenance, erosion control techniques, and Provincial and Federal regulatory requirements.

Considerable knowledge of the methods and techniques required in the development of watershed management program plans and of departmental functions, procedures and objectives.

Sound knowledge of safety policies, procedures and practices relating to watershed management field operations.

Ability to exercise considerable independent judgment and action in planning and executing technical functions under general supervision.

Ability to perform technical research, to exercise creative skills and the use of sound judgment in developing and coordinating watershed management program plans.

Ability to plan, assign, supervise and check the work of consultants and of staff assigned to projects.

Ability to establish and maintain effective working relationships with a variety of internal and external contacts.

Sound knowledge of and ability to utilize computer spreadsheets and database tools and familiarity with related software applications.

Valid BC Driver's License and eligibility for Watershed Entry Permit.