

JOB DESCRIPTION

POSITION:	BIODIVERSITY COORDINATOR		
DEPARTMENT:	Parks – Forestry & Natural Areas		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	35	JOB CODE:	543566
SHIFT WORK REQ'D:	Yes	GRADE/CLASS:	0.13

DUTIES:

Reporting to the Naturalist & Outreach Coordinator, this position will assist in the management and operation of natural areas in the city and the Ojibway Nature Centre. Assist in Species at Risk identification, monitoring, recovery and reporting activities in the City of Windsor especially as they relate to the fulfilment of Ministry of Natural Resources and Forestry requirements. Apply for and maintain all necessary permits related to wildlife possession, collection, endangered species recovery and research, exotic species and resource management. Enhance endangered species recovery through public education, field research, stewardship activities, eg. radio-telemetry, PIT tagging of massasauga rattlesnakes, foxsnakes, butler’s gartersnakes in local natural areas. Assist in natural areas management plan preparation and implementation, including participation in prescribed fire management of tallgrass prairie and oak savanna sites, exotic species identification and removal, trail hazard inspection and remedy, habitat restoration and native species plant propagation. Organize, coordinate, carry out and report on breeding bird, nocturnal frog, bat, insect, and other species identification surveys such as the Ojibway Prairie Bioblitz and annual Butterfly Count. Respond to calls from public concerning parks and wildlife issues, including plant and animal identification, rescue and relocation as necessary. Handle and dispose of dead animals. Maintain health & wellbeing of live exhibit animals and injured wildlife brought to centre. Will be required to lift animals in cages, food boxes for wildlife, and other items. Control flow and security of monies. Record statistics as required. Effectively communicate through verbal communication, electronic and print media, exhibits, and scientific research report writing; develop and provide natural history programming and events. Assist part-time staff and volunteers with interpretive programming, exotic species management, and endangered species recovery. Ensure maintenance of indoor and outdoor public spaces, presentation equipment, technology devices, and other power equipment. Ensure security and safety of visitors. Book programs & rentals, process sales, registrations, inventory sales item. Will perform Occupational Health & Safety duties as outlined in the Corporation’s Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a two (2) year post secondary school community College diploma in Natural Resource Science and Management, Botany, or Wildlife Ecology or Ontario Ministry of Education equivalency;
- Must have over three (3) years experience in the area of parks, natural areas, facility operations, inclusive of caring for and handling wildlife, coupled with field research experience specifically relating to plants, insects, snakes, and specifically rattle snakes and species at risk;
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Class ‘G’ Driver’s licence is required in accordance with the Highway Traffic Act and must provide a driver’s abstract as a condition of employment;
- Given that this job is a new position a Physical Demands Analysis will be completed with the incumbent after approximately six months of occupying the position.
- Must have proven species identification skills, especially as it pertains to local species at risk;
- Must have working knowledge of the Microsoft Suite of Products, such as Outlook, Word, Excel, PowerPoint;
- Must have experience with facility bookings and registration software;
- Must have proven oral and written communication and effective interpersonal skills;
- Must have supervisory experience and experience working with volunteers;
- Must hold and maintain a current Standard First Aid certificate and CPR Basic Rescuer Certificate;
- Must have and maintain current Rabies vaccination;
- Must be willing to work all scheduled shifts, including weekends, evenings, and statutory holidays;
- Must have the ability to maintain a positive attitude in the presence of heat, humidity, chiggers,

JOB DESCRIPTION

POSITION: BIODIVERSITY COORDINATOR

and mosquitoes;

- Must be able to work in a team environment with a variety of individuals;
- Knowledge of the natural history of tall grass prairie, and the Carolinian region considered an asset;
- Knowledge in plant identification and wildlife course considered an asset;
- Brochure and/or graphic design experience, as well as creating publications relating to natural history considered an asset;
- Nature interpretation and High 5 course/training, as well as Customer Service training considered an asset;
- Given that this job is a new position, a Physical Demands analysis will be completed with the incumbent after approximately six months of occupying the position.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.