

# CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

## Lands Technician

<b>Department:</b>	Lands
<b>Program:</b>	Lands
<b>Report To:</b>	Lands Manager
<b>Term of Employment:</b>	Full-time Permanent
<b>Hours of Work:</b>	37.5 hours per week
<b>Level:</b>	Level 3 (\$22.66-\$28.18)

### **JOB PURPOSE**

The primary responsibility of the Lands Technician is to provide fieldwork support the Chippewas of Nawash Unceded First Nation Lands Department operations.

The Lands Technician will plan and conduct the department's fieldwork tasks which include land measuring, mapping, inspections, land use/inventory monitoring, summer work site monitoring, co-ordinating and carrying out special field projects, environmental prevention/mitigation remediation projects.

The Lands Technician will plan, facilitate and/or partner on community land/water stewardship activities and informational campaigns as required and as resources allow.

### **KEY DUTIES AND ACCOUNTABILITIES**

- Conduct all fieldwork activities for Lands Department operations
- Prepare detailed reports for the supervisor, committee, and council meetings as required
- Prepare for and attend supervisor, committee and council meetings as required
- Maintain working knowledge of pertinent regulations, policies and processes related to the position
- Maintain working knowledge of pertinent subject matter (land surveys, environmental, septic designs, field safety etc.)
- Assist in making sure department equipment and supplies are maintained in working order
- Contact and liaise with surveyors to review all provisional survey plans for accuracy
- Assist individuals in preparing field sketches and obtaining estimates for legal survey
- Work with lot holders and Environmental Public Health Officer on septic design applications
- Plan and conduct land stewardship programs as directed and required
- Utilize current and new mapping software to conceptualize and extract information
- Assist with reviewing utility company distribution and installation workplans (Hydro, telephone, internet) for works to be installed on band held lands
- Assist with the compilation of a communications schedule for the Lands Department and accordingly compile advertisements and informational campaigns throughout the year
- Assist with monitoring the work environment of Lands Department seasonal staff
- Assist with office/file management as required
- Other duties that support the Lands Management department

## **FIELDWORK**

- Conduct survey bar locates on band held and Certificate of Possession lands as required
- Conducts site inspections for suspected encroachments and land issues on band land as required and compile a report to the Lands Manager
- Conducts environmental prevention/mitigation/remedial action as directed and required
- Assist landholders and the Indigenous Services Canada Environment Public Health Officer with the septic application process.
- Measuring and marking out of new parcels of land for housing/construction purposes on behalf of individual Band Members or the Band in general. Inform Band members of the necessity of securing a legal survey of their plot of land
- Assists other Chippewas of Nawash departments with identifying the location of the road allowances and other band held properties of the Chippewas of Nawash Unceded First Nation
- Assists other departments with measurements and coordinates to assign civic address numbers and road names and submits for registration.
- Operate Lands Department Equipment (ATV, trailer, vehicles, hand held tools) as required
- Assist communications and administration with acquiring and installing special land signage.
- Organize and/or conduct trail cleanup as required for Lands Department operations.

## **REQUIREMENTS**

### **Education and Experience:**

- Post secondary certificate in resource management, life sciences, geography, environmental science or similar discipline.
- Demonstrated minimum (one) 1 year field work experience

### **Designations, Licences & Requirements:**

- First Aid training, Bear Safety Training, ATV Safety training, Chainsaw Training, WHIIMIS training or ability/willingness to obtain
- Valid Ontario Class 'G' Drivers Licence
- Acceptable recent Criminal Record and Vulnerable Sector Check
- Certification in WHMIS, Occupational Health & Safety Awareness, Workplace Violence & Harassment Training, COVID-19 Health & Safety, Health & Safety or ability/willingness to obtain.

### **Knowledge, Skills & Abilities:**

- Competent with Microsoft software such as Word, Excel, Powerpoint and Outlook and mapping software
- Ability to utilize a GPS and Compass
- Ability to safely operate an ATV vehicle and accessories
- Willingness to take direction and participate in continued learning
- Knowledge of functions and utilization of mapping software

## **PROBLEM SOLVING & COMMUNICATION**

- Excellent written and verbal communication and customer service skills for interacting and building and maintaining relationships with internal and external individuals and drafting correspondence
- Present technical information to a limited range of internal and external audiences

- Strictly adhere to confidentiality and handle private and sensitive matters/documents with discretion and tact
- Ability to solve job-related problems, while typically solved through recourse to proven solutions, include some opportunity to recommend new solutions based on past practices
- Conflict resolution for handling difficult situations and or persons

### **DECISION MAKING & IMPACT**

- Make decisions, within policy and training, in regards to employee safety and conduct.
- Duties and decisions are made following established procedures, pre-determined steps and or guidelines; receives close guidance and supervision when needed
- Decisions affect the role with minimal impact on other jobs or work units; negligence can impact safety of self and or others

### **SAFETY RESPONSIBILITIES**

- Ensure thorough understanding of Health and Safety Policy and Procedure Manual and Occupational Health and Safety acts and regulations
- Ensure using prescribed protective equipment and/or devices for safety and setting example
- Follow reporting for potential and actual hazards
- Take every reasonable precaution in the circumstances for the protection of self and others

### **STAFF REPORTS**

- No direct reports, but may be required to show others how to perform tasks and may be required to monitor the activities and work areas of fellow employees and/or contractors for reporting to the Lands Manager

### **WORKING CONDITIONS**

1. **Physical Demands** – Frequent periods of stooping, reaching, pushing, walking, climbing, standing, kneeling, lifting and/or fixed work position. Lifting and carrying of some objects not exceeding 20 pounds. Hiking over rugged and steep terrain.
2. **Environment** – Combination of indoor and outdoor work environments which may present exposure to adverse weather conditions and safety hazards year-round. Exposure to undesirable scents/smells and hazardous material including, but not limited to cleaning supplies and environmental incidents.
3. **Mental Effort** – Frequent periods of short duration and/or occasional periods of sustained duration of attention to detail, concentration; some may find tight deadlines and interactions with persons and or situations stressful.
4. **Position Type/Expected Hours of Work** – Regular full-time hours of 37.5 hours per week and requires availability to work some evenings, weekends and holidays

**This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.**

**I hereby acknowledge and agree to comply with the above job description necessary to fill the position.**

---

**Employee Name**

---

**Employee Signature**

---

**Date**

---

**Supervisor Name**

---

**Supervisor Signature**

---

**Date**