

Request for submission

Project manager contract: Okanagan Wetlands Strategy – Phase II (2 year term contract)

**Contract description:**

The Okanagan Basin Water Board (OBWB) is seeking a contractor to provide Project Management services (2.5 days/week – flexible schedule) with a strong wetlands background for community stewardship, extension, and support for the *Okanagan Wetland Strategy – Phase II project*. The selected contractor will collaborate with a variety of Okanagan organizations to assist in sustainability and wetland outreach and extension work including the management of hands-on wetland projects throughout the Okanagan.

The maximum contract amount is for \$25,000 per year plus associated work related expenses (with a maximum of \$2,500). This is a two year term contract position. The contractor will report to the OBWB’s Water Stewardship Director and will have office space provided at the OBWB Kelowna office.

If you are seeking an opportunity to work in a culture of exceptionally skilled and diverse professionals who embrace sound science, collaboration, and creative solutions, then this collaborative initiative will be a great fit for you!

**Contractor Responsibilities:**

Manage all aspects of natural resources projects with a goal to restore 2-3 wetlands per year with an emphasis on:

- Conducting wetland projects including: wetland determination, delineation, functional assessment, permitting, and mitigation design
- Preparing written documents, including wetland determination and delineation reports
- Project management and client coordination
- Assist with proposal preparation
- Assessment of vegetated corridors and wetlands under applicable regulation
- Support the development of wetland data management systems
- Conduct fieldwork, manage budgets, prepare proposals, reports, and other technical documents
- Oversee and perform all aspects of field research, data collection, and analysis
- Assist in business development, establish project procedures and budgetary restraints, and follow those outlined by other staff to assure that projects are concluded within budget and on time
- Manage the financial performance of individual projects and effectively coordinate with clients;
- Supervise, direct, and instruct field personnel and volunteers
- Take initiative, resolve problems, and create improved procedures to assure tasks are completed in the most effective manner
- Coordinate habitat restoration
- Develop interpretive educational activities and educational materials
- Conduct environmental outreach

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## **Desired Skills and Experience**

### **Contractor Qualifications:**

Required:

- Minimum of a BSc in biology, botany, ecology, natural resource management, zoology, or other related field
- Experience / strong background in wetlands
- A minimum of three (3) years of experience in fieldwork, report completion, as well as scheduling and budgeting of natural resource projects
- Excellent oral and written communication skills are essential
- Exceptional technical writing skills with a record of completing technical reports in a timely fashion
- Solid working knowledge of federal and British Columbia provincial laws (i.e., Water Sustainability Act, right to farm regulations, and local Fish and Game Codes)
- Expert knowledge of Southern Interior British Columbia flora and fauna

Preferred:

- Member in good standing with: BC College of Applied Biology, BC Institute of Agrologists, or similar agency
- Ability to coordinate personnel and other resources within budgetary restraints
- Ability to work independently as well as within a team environment
- Adept at working with a variety of colleagues, clients, and agency representatives
- A commitment to quality and fiscal and scheduling responsibilities to projects of all sizes and scopes
- Demonstrated experience working with wetlands in Southern Interior British Columbia
- Experience as a consultant
- Experience with Okanagan native plant species and GIS analysis

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### **How to Apply:**

A cover letter, contractor's resume and any supporting documents must be received on or before *August 15, 2014* to receive consideration:

E-mail application information to: [nelson.jatel@obwb.ca](mailto:nelson.jatel@obwb.ca) or mail to:

Attn: Nelson Jatel  
Okanagan Basin Water Board  
1450 KLO Rd, Kelowna BC V1W 3Z4

If you need assistance or accommodations to apply, please contact us at [nelson.jatel@obwb.ca](mailto:nelson.jatel@obwb.ca)

We work with all contractors on the basis of merit and we are strongly committed to equity and diversity. We thank you for your interest in this position and all qualified contractors are encouraged to apply. We will review all eligible applications and will be contacting those whose skills and experience best match with this contract opportunity.

### **Additional information:**

The OBWB is a local government organization with an office in Kelowna, British Columbia.

Relevant project websites:

- <http://www.obwb.ca/tag/okanagan-wetlands-strategy/>
- <http://www.env.gov.bc.ca/sei/okanagan/wetlands.html>
- <http://bcwf.net/index.php/programs/wetlands>
- <http://www.okanagansimilkameenstewardship.ca/>
- <http://okcp.ca/133-news/news/508-okanagan-wetland-strategy-phase-1>
- <http://www.soscp.org/spaces-and-species/>
- <http://www.kelowna.ca/CM/page2140.aspx>
- <http://www.ducks.ca/your-province/british-columbia/>