

Job Title: Program Assistant Wildlife - Watershed Planning & Monitoring

Req ID: 1689

Business Unit: Infrastructure and Water Services

Division: Watershed Protection

Regular/ Auxiliary: Auxiliary; up to 5-month term

Pay Grade: CAN/05/02/J08

Rate of Pay: \$31.39 - \$33.57 per hour (2024 rates); plus 14% in lieu of benefits

Hours of Work: Up to 80 hours bi-weekly; Anticipated April 1 – September 25, 2026

Posting Date: January 15, 2026

Closing Date: Open until filled; submission review to begin on February 2, 2026

Summary

This position works with Resource Planning technical and professional staff to assist in the field and office on a variety of projects and initiatives including wildlife surveys and monitoring - particularly birds and amphibians, compiling related information, downloading data from wildlife cameras, checking equipment, and routine data management and analyses.

Key Duties & Responsibilities

- Assists with field surveys for a number of wildlife species and habitat features, on rugged terrain by foot and on the water by boat.
- Assists with researching information and summarizing data relating to the environmental characteristics, wildlife, and wildlife habitat of the Greater Victoria Water Supply Area (GVWSA).
- Assists with the routine downloading of data, equipment checks, and basic equipment installation.
- Protects water quality by assisting with the disinfection of boats and equipment.
- Assists with other field and office work of the Resource Planning section of Watershed Protection.
- Represents the CRD in a professional and informed manner, as required.
- Works safely outdoors in adverse weather conditions and rugged forested terrain.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

Additional Information

- The expected duration of this term assignment is approximately 4 months plus training and reporting.

Key Skills & Abilities

- Excellent customer service, communication (both verbal and written), interpersonal and public relations skills and experience are required.
- Demonstrated ability to work as part of a team and/or independently, as required.
- Must be physically fit and able to perform a variety of manual outdoor work in all types of weather conditions.
- Demonstrated experience in outdoor field environments, including forest or wilderness environments.
- Demonstrated experience working with a map and compass.
- Knowledge of the natural environment and wildlife on southern Vancouver Island.

- Ability to accurately and neatly record field notes and related data; experience with data entry on mobile devices.
- Working knowledge and experience with Microsoft computer software applications including Word and Excel.
- Experience with research and use of spreadsheets for analysis and graphing.
- Demonstrated experience boating and canoeing and comfortable working on or near water sources.
- Experience driving on gravel roads.
- Demonstrated understanding of WorkSafeBC regulations.

Qualifications

- Post-secondary courses in a related discipline
- A minimum of six months' directly related experience
- An equivalent combination of education and experience

Certifications

- Pleasure Craft Operator Certificate
- Standard First Aid and CPR-C
- WHMIS Certification
- Valid BC Driver's Licence

APPLICATIONS

To apply for this exciting opportunity, please visit our careers site <https://www.crd.bc.ca/about/careers> and click "Apply now" on the 'Program Assistant Wildlife-Watershed Planning and Monitoring' to submit your resume and covering letter online.

We welcome all qualified applicants to apply and may consider a combination of experience, education and/or training where possible.

The Capital Regional District wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.

