



## **SWAN LAKE WATERSHED DISTRICT**

### **Resource Technician Assistant**

The Swan Lake Watershed District is currently accepting applications until **April 10, 2026** for the **Resource Technician Assistant** position. This employment is full time, from May until August, working Monday-Friday (36.25 hrs/week) 8:30am-4:30pm with some evenings or overtime required.

#### **Duties & Responsibilities:**

- Collect surface water samples from waterways within the Watershed District;
- Assist landowners with weekly drinking water samples;
- Conduct project monitoring and site assessments in accordance with funders;
- Assist with surveying requests and data collection for district projects as required;
- Be responsible for ongoing maintenance of office spaces, office greenspace, conservation trails and site maintenance (ie. lawn mowing, weeding, tree planting & watering etc);
- Support staff with project preparation, documentation, and final project inspections;
- Assist with educational events (annual water festival) or community events that promote Watershed District programming;
- Willing to attend other WD programming events as required;
- Other duties as assigned.

#### **Skills & Abilities:**

- Oral & communication skills (both written and verbal);
- Computer skills, working with Microsoft Office (Outlook, MS Excel/Word etc);
- Must be a self-starter with attention to detail and time management;
- Able to work independently or under minimal supervision;
- Able to and enjoy working outdoors in all weather conditions;
- Able to operate different small equipment would be considered an asset;  
(ie. Mowers, side-by-side, hauling a trailer, trimmers/whipper-snippers)
- Knowledge of WD programming and being able to speak with landowners/producers on projects, would be considered an asset;

#### **Education & Requirements:**

- Must possess a valid Class 5F Manitoba driver's license;
- Post-secondary education in land & water mgmt, agriculture, natural resources or related fields;
- Familiar with reading legal land descriptions;
- Experience in conservation/agricultural programs is preferred but not required.

#### **Seasonal Program Priority:**

- High-school students finished studies for the year;
- Post-secondary students returning to school in the fall;
- Meeting eligibility requirements of both Canada Summer Jobs and/or Urban Hometown Green Team (ages 15-29) is preferred but not necessarily required for employment.

#### **Interested applicants should submit a resume with 3 references to:**

Edward Shao, Manager

By email: [manager@slwd.ca](mailto:manager@slwd.ca), or in person at 559-4<sup>th</sup> Ave North Swan River MB R0L 1Z0

*The Swan Lake Watershed District would like to thank all applicants for their interest; however, only those selected for an interview will be contacted.*