



**Job Summary**

The Seasonal Partners in Habitat Development (PHD) Aide, reporting to the Land Administrator – Habitat, Wildlife, and Access, is responsible for assisting with the PHD Program by establishing new shelterbelts on private land for wildlife habitat/livestock, installing mulch material, weeding, and mowing newly established shelterbelts.

---

**Key Responsibilities**

- Plant and maintain shrubs and trees for wildlife habitat projects.
- Upgrade and maintain wildlife viewing sites and trails.
- Participate in habitat evaluations, and other habitat or wildlife work as required.
- Perform basic manual labour such as fencing, sign installation, and site clean-ups.
- Assist with the Eastern Irrigation District's (EID) participation in the Irrigation District Water Quality Monitoring Program.
- Operate various types of equipment to control weed and brush growth.
- Operate an EID truck and ensure the District vehicle is kept in proper working order; report any problems to the District Mechanic.
- Relate to and communicate with co-workers, supervisors, management, and others sincerely, clearly, tactfully, promptly and courteously; respond to inquiries and issues promptly and professionally.
- Ensure all operations are performed in a safe manner and in accordance with the District Health and Safety Management system program and District policies, procedures and programs in effect, and as amended from time to time, as well as applicable Occupational Health and Safety Act legislation including,
  - participating in FLHA safety tailgate meetings, on the job training, safety training seminars, safely operating tools and equipment, and completing work in a safe manner.
- Ensure any required Personal Protective Equipment is on site and worn in accordance with safe job requirements.
- Perform additional tasks, consistent with the position, as may be required from time to time.

**Job Qualifications**

- Familiarity with and previous experience operating various types of equipment an asset.
- Valid Alberta Class 5 driver's license.

- Familiarity with the EID or ability to read and navigate using a map book an asset.
- Effective time management and the ability to work with minimal supervision.
- First Aid certification an asset.

---

**Pre-Employment Requirements**

- Selected candidates will be required to undergo pre-employment background checks, including a Criminal Record Check.
- Selected candidates will be required to provide a Driver's Abstract.
- Successful applications must provide proof of qualifications.

**Pre-Employment Alcohol and Drug Test**

The District recognizes that the use of alcohol and drugs can adversely impact a safe work environment and the well-being of others, as well as place the District's operations at risk. This position is a safety sensitive position and, as such, any person, including any current employee, who has applied for a safety sensitive position will be required to pass a Drug and Alcohol Test as a pre-condition to employment, being transferred or being temporarily assigned into a safety sensitive position as per the District's Drug and Alcohol Policy.