

**GVRD**

**TITLE: LSCR OPERATIONS ASSISTANT**

**POSITION DESCRIPTION NO: G579**

**DATE: September 15, 1999**

**PURPOSE OF POSITION:**

Reports to the LSCR, Operations Supervisor, to perform a variety of maintenance, construction, patrol and public relations duties required associated with the operation of the Lower Seymour Conservation Reserve.

**DUTIES AND RESPONSIBILITIES:**

The duties described are intended to be representative of the position and are not to be considered as all-inclusive

**Operations/Maintenance**

Performs a variety of routine maintenance such as grass cutting, trail and grounds maintenance, garbage collection, litter pick-up, building and picnic site maintenance, traffic control, toilet cleaning and fire control.

Provides daily supervision of and works directly with crews engaged in lawn and landscape maintenance and special construction projects such as trail building, outhouses, picnic tables, fences, small bridges and boardwalks.

Monitors contractors working in the LSCR as directed by the Operations Supervisor.

Operates and maintains LSCR equipment as required.

Purchases materials and supplies. Maintains expenditure records as required.

Assists in the planning of special events and oversees the operational aspects associated with these events including erecting tents, laying out equipment, public safety and troubleshooting.

May work on special projects as directed by the Operations Supervisor (e.g. cost estimates, seminar presentations, development of manuals, attending training sessions).

Other watershed management duties may include fire protection, assisting with the watershed tours program and with other routine watershed management operations.

**Public Relations**

Patrols the LSCR by various means (bike, foot, vehicle), depending on the circumstances.

Provides information and assistance to LSCR users.

Assists in the coordination of special volunteer user groups (in-line skating safety patrol, dog walkers volunteers, mountain bikers etc.)

Enforces LSCR regulations

### **Supervision/Safety**

Assists in ensuring the safety of LSCR users, staff, general public, contractors, and volunteers. Ensures compliance with applicable Workers' Compensation Board and LSCR regulations. Immediately reports accidents or safety concerns. Maintains daily journal and incident sheets and submits reports as requested. Participates in developing training programs.

In consultation with Operations Supervisor, develops and implements LSCR operations and maintenance schedules. Assists in instructing junior staff and directing others in work tasks as assigned.

Trains LSCR junior staff in the proper use of equipment and safe work standards.

Participates in staff meetings.

### **REQUIREMENTS:**

Grade 12 (or equivalent) and two or more years recreational facility operations experience or an equivalent combination of education and experience.

Knowledge of Watershed and LSCR Regulations is preferred.

Experience in working with a range of clients, including the general public, operations staff, volunteers, contractors, film crews etc.

Practical training and/or demonstrated abilities in landscaping, horticulture, equipment operation and maintenance, rough carpentry and construction techniques.

Valid BC drivers license (Class 4 driver's license an asset). Bondable. Health certificate for Watershed entry. Be in good physical condition and capable of walking long distances.

Be able to deal with the public in a courteous and effective manner utilizing tact, diplomacy and good judgment. Ability to explain Watershed and LSCR Regulations in an educational and non-confrontational manner.

Knowledge of the application of risk management principles. Knowledge of applicable Workers' Compensation Board Regulations and safe work standards.

Demonstrated leadership, supervisory and organizational abilities. Ability to manage a variety of projects.

Effective communications skills, both verbal and written. Basic computer skills.

Level 1 First Aid Certification.

Though not a requirement of the position, completion of a S100 fire suppression course, Hoverexit training, chainsaw training and bobcat/excavator experience is an asset.