

Greater Vancouver Regional District

Position Description: LSCR OPERATIONS FOREMAN (G536)

November 2001

Purpose: Reporting to the Supervisor, Lower Seymour Conservation Reserve & Public Programs, this position is responsible for on-site development and operations of the LSCR including assisting with the planning of operations, development of work schedules and budgets, coordination of crews and equipment, supervision of staff and assisting with LSCR stewardship groups.

Duties: *(The duties described are intended to be representative of the position and are not to be considered as all inclusive).*

Responsible for coordination of LSCR operational field activities, including direct supervision of on-site staff, labour crews and contractors, construction and maintenance, and filming.

Supervises and participates in routine maintenance scheduled repairs, trail maintenance and development, special events, security, public relations and patrols.

Supervises Film Contractor, delegating responsibilities, intervening on critical issues and oversees invoicing to the various filming companies and Filming Contractor. Designated emergency contact for filming.

Seeks opportunities for external funded projects and prepares related agreements.

Liaises with community, user groups, and volunteers and advises on LSCR policies and procedures.

Responsible for coordinating and administrating LSCR program budgets, contracts.

Assesses risk management concerns, determines strategies to mitigate identified risk management concerns to ensure a safe work place for staff, contractors and the public.

Coordinates work priorities and schedules, training of staff, maintenance of operational and staff records, and incident reports.

Purchases equipment and keeps an inventory and the maintenance of all equipment and tools used in the LSCR.

Liaises with other Watershed Management sectors, consultants, agencies and professionals on issues concerning the LSCR.

Coordinates staff and outside agency research.

Ensures internal/external policies and regulations are followed (GVRD, MOF, MOELP, WCB, DFO) with respect to operations in the LSCR.

Conducts public, technical, education and project site tours, as required.

Performs standby for watershed activities, as required.

Participates in emergency response, including forest fire fighting, petroleum spill clean up, road patrols and emergency remedial works.

Requirements:

Diploma in a natural resources technology program or an equivalent combination of training and related work experience in forest or parks operations with an emphasis in recreational facility operations and maintenance, riparian area management and supervision.

Requires a minimum of five (5) years experience in forest or parks operations.

Knowledge of Watershed and LSCR Regulations is preferred.

Ability to effectively direct the work of contractors.

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

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

Valid BC drivers license (Class 4 is an asset) and eligibility for Watershed Entry Permit. Bondable. Be in good physical condition.

Be able to deal with 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 public safety and risk management principles. Working knowledge of WCB regulations and safe work standards.

Demonstrated leadership, supervisory and organizational abilities. Ability to plan and manage a variety of projects and resources and provide schedules and cost estimates.

Effective verbal and written communication skills.

Sound knowledge of and ability to utilize computer spreadsheets and database tools and familiarity with related software applications.

Level 1 First Aid Certification.*

Previous fire suppression and chainsaw training would be an asset.

*First aid premium to be paid as per the collective agreement.