

PURPOSE OF POSITION:

Under general supervision of a Park Operator, is responsible and accountable for delivery of a focused or specialty work program (e.g. Operations, Maintenance, geographic location) supporting Park Services operations and maintenance functions and program delivery at one or more MV Regional Parks sites (e.g. parks, greenways, ecological conservancy areas, reserves). Supervises, plans, directs, and participates in the work of the staff or crews engaged in above. Participates actively on the Area team to achieve departmental and corporate goals.

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

Directs the work of staff and participates in the work. Ensures completion of assigned tasks and that departmental and corporate standards are met. Instructs staff and participates in training programs. Supervises or monitors contractors as assigned.

Coordinates and performs a variety of routine operational maintenance duties such as: grass mowing and trimming, brush cutting, pruning, leaf removal, gardening, snow & ice removal; maintenance of trails, buildings, picnic and camp sites; minor bridge and boardwalk repairs; washing and staining tables, garbage collection and litter pick up; and cleaning toilet facilities. Assists with small scale parks construction projects as assigned (e.g. bridge and trail building, tables and pads, fences, gates, wood corrals). Operates and assists in the maintenance of all park equipment as required. Ensures equipment inventories are updated. Provides information to forecast equipment needs, completes purchase justifications and provides cost estimates. Operates VHF two way radio.

Monitors visitor activities and responds to ensure a positive, successful park experience and intervenes when required to resolve user conflicts. Provides information and assistance to park users. Ensures the posting of notices and signage. Patrols park sites on foot, by motorized and non-motorized vehicles, watercraft (e.g. snowshoe, ski, bicycle, all terrain vehicle, on/off road motorcycle, boat, canoe, horseback, air) or by other appropriate means. As directed, implements the public regulatory compliance program to ensure compliance with bylaws and regulations. May be appointed a Park Officer. Ensures permit holders (e.g. filming, facility reservations and events) comply with terms and conditions.

Provides for the safety of park users, staff, visitors, contractors, partners and volunteers. Ensures compliance corporate and departmental programs, standards and procedures, and with WorkSafe BC regulations.

In accordance with corporate and departmental policy and programs, drafts hazard identification risk assessments and safe work procedures. Instructs park staff in the proper use of equipment and safe work procedures. Reports on any accident or safety problem. Implements departmental risk management program to reduce risks and meet requirements of applicable legislation and regulations (e.g. facilitates hazard tree assessment program and implements prescriptions). Checks broken, damaged or dangerous park facilities and ensures immediate repairs or secures and reports thereon.

Supports and assists park partner projects, activities and events; provides input into planning of same and coordinates with park work plan. Participates in the planning of and provides operational support to MV special events.

Implements best management practices, prescriptions and operational procedures for specific resource management issues (e.g. invasive species removal, old field habitat, nuisance wildlife) as provided. Monitors park lands for resource-based infractions; identifies impacts, gathers data and reports out.

Ensures prompt and appropriate response to unscheduled operational needs. Provides initial response for site emergencies and incidents applying MV Regional Parks site emergency plans and procedures and coordinates the activities of other staff in the response. Coordinates traffic and crowd control as required.

Purchases or coordinates the purchase of materials, supplies and small park equipment. Arranges for rental of operated equipment, services and delivery of bulk materials. Develops cost estimates. Keeps expenditure records and provides budget input as requested. Ensures that reporting staff follow MV policies and procedures for card use, monthly reconciliations and submission of receipts and invoices. As assigned, makes bank deposits and oversees accounting process at site level; accounts for monies collected.

Keeps records and writes reports to departmental and corporate standards. Maintains daily journal and ensures staff do the same. Ensures inventories are kept current. Ensures staff complete and submit incident reports as required. Ensures compliance with the privacy legislation and corporate policy and procedure.

Participates in staff meetings and annual work planning. Contributes to and implements departmental and corporate initiatives. Attends public meetings as required.

May be assigned to work on special projects as directed by supervisor.

May be requested to act as designated first aid attendant.

REQUIREMENTS: *(Minimum to fill position)*

Certificate in natural resources, outdoor recreation or related technology and two years parks operations experience, or an equivalent combination of training and related work experience in park operations and maintenance.

Practical training or demonstrated abilities in landscaping, horticulture, equipment operation and maintenance, rough carpentry, plumbing, and construction techniques. Completion of applicable courses such as parks and recreation, maintenance management, technical writing, time management, resource management, safety and risk management, bylaw enforcement, construction management are preferred.

Good knowledge of MV Regional Parks Programs related to parks operations and maintenance (e.g. Safety Management System, Emergency Management System, Public Regulatory Compliance, Risk Management, Natural Resources Management).

Demonstrated supervisory ability and experience in orienting and effectively instructing staff.

Ability to deal with the public in a courteous and effective manner using tact, diplomacy and good judgment. Demonstrated good judgment in interpreting park regulations.

Ability to establish and maintain effective relationships with internal and external agencies, groups, partners, volunteers and public.

Proficient English language skills, both verbal and written. Ability to use computer and related software and applications related to the position and duties. Ability to read blueprints and drawings.

Demonstrated ability to negotiate difficult terrain and walk long distances.

Valid BC Driver's Licence. Bondable.

OFA Level I First Aid certification.