

**PURPOSE OF POSITION:**

Under general supervision of a Park Operator, may be assigned to take direction from a Park Assistant II or Park Ranger. Is responsible and accountable for a variety of assigned daily operations, public relations, working with volunteers and partners, public regulatory compliance, risk management, operational maintenance, small scale construction, resource management projects, administrative and other duties at one or more MV Regional Parks sites (e.g. parks, greenways, ecological conservancy areas, reserves). Assists in the supervision, orientation, instruction and training, of staff and directs others in work tasks as assigned. 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.)*

Performs a variety of routine operational maintenance duties such as: grass mowing and trimming; brush cutting; pruning; leaf removal; gardening; snow and 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. Checks broken, damaged or dangerous facilities and ensures immediate repairs or secures and reports thereon. Implements resource management prescriptions and operational procedures, e.g. removal of invasive species, bear procedures.

Ensures visitor comfort and safety; provides information and assistance to park users; posts 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. Enforces park bylaws and regulations as required and ensures public compliance. May be appointed a Park Officer. Checks groups in and out of reservable facilities and ensures compliance with permits. Collects fees for facility charges and firewood sales, enters records and makes deposits. Assists in the set up and delivery of MV special events.

Assists with small scale construction in parks such as bridges, trails, boardwalks, culverts, buildings, gates, fences, and other built facilities. Assists in developing cost estimates as required.

Operates and performs minor maintenance on equipment such as: tractors and attachments, front end loaders, backhoes, flail mowers, riding mowers, trucks, utility vehicles, boats, push mowers, line trimmers, brush saws, fire suppression equipment and chainsaws. Operates VHF two way radio.

Monitors and assists in the supervision, orientation, instruction and training of staff and directs others in work tasks as assigned. Ensures operational standards are met. Monitors contractors as assigned.

Responds appropriately to unscheduled operational needs. Provides MV Regional Parks initial response to incidents and emergencies, and may lead the activities of other staff in the response as required.

Complies with corporate and departmental programs, standards and procedures, and WorkSafe BC regulations.

Purchases or coordinates the purchase of materials, supplies and small park equipment. Arranges for rental of operated equipment, services and delivery of bulk materials. Follows MV policies and procedures for purchase card use, monthly reconciliations and submission of receipts and invoices. As assigned, makes bank deposits.

Maintains records and writes reports; updates equipment and training inventories; maintains a daily work journal or notebook, records public comments, files incident reports.

May be requested to act as designated first aid attendant.

**REQUIREMENTS:** *(Minimum to fill position)*

Grade 12 graduation and one year's experience in outdoor recreation facility operations management or an equivalent combination of education and experience.

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

Demonstrated knowledge of Regional Parks policies, procedures, practices, methods, and regulations.

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

Ability to work effectively with internal and external agencies, groups, volunteers, partners and public.

Demonstrated good judgment in interpreting park regulations.

Demonstrated leadership skills, supervisory and organizational abilities.

Proficient English language communication skills, both verbal and written.

Ability to use computer and related software and applications related to the position and duties.

Demonstrated ability to negotiate difficult terrain and walk long distances.

OFA Level I First Aid certification.

Valid B.C. Driver's License.