

**PURPOSE OF POSITION:**

Reporting to exempt supervisory staff the Park Operations Technician provides technical and field support and assistance to ensure the system-wide effective, coordinated and consistent delivery of MV Regional Parks operations and maintenance function. Advances development and effective field implementation of park operations and maintenance programs through special projects as assigned.

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

As directed, provides technical assistance and park operations and maintenance content in the development, consistent implementation and delivery of policies, standards, guidelines, processes, procedures, best practices and protocols for MV Regional Parks operations and maintenance programs (e.g. public and staff safety management, emergency management, public regulatory compliance, risk management, operational policy, operational maintenance standards).

Produces park operations and maintenance manuals, handbooks, procedures as assigned; prepares, facilitates and distributes updates of same. Collaborates to develop tools to enhance effectiveness of written plans and procedures (e.g. flow charts, wallet cards, templates, spreadsheets). Assists with development of park site operational plans.

Compiles and distributes information regarding park site and system status, site and facility closures and damage reports. Monitors and reports out on status of emergency preparedness, response and recovery measures (e.g. wildfire, freshet) and coordinates public information posting of signage, notices and advisories. Assists to ensure consistency in public messaging by Parks Services field staff.

Conducts research and studies on emerging operational issues as assigned. Collects, organizes and analyzes data related to all aspects of operations and maintenance (e.g. field innovations and testing of new park operations and maintenance methods, materials and equipment; new operational policy.) Writes reports and summaries as directed.

Assists with special projects (e.g. commemorative gift program, operating, safety, security, risk management audits and assessments).

Coordinates area and departmental bulk purchases of equipment and supplies. Gathers specifications, cost estimates and purchase justifications; submits Area and departmental requests for supervisor approval. Prepares purchase requisitions; tracks invoices, coordinates purchase, distribution and collection. Maintains and updates assigned inventories including use of GIS data. Uses GPS to record locations of new and existing assets. Assists with forecasts for fleet vehicle, equipment, and communications system component requirements. Assists with budget preparation. Drafts Statements of Need as required.

## **REQUIREMENTS:**

Graduation from a technical institute with a diploma applicable to park operations and maintenance and a minimum of two years related work experience; or an equivalent combination of education and experience.

Sound knowledge of existing Metro Vancouver corporate & Regional Parks operations and maintenance program policies, procedures, methods and practices.

Sound knowledge of the Metro Vancouver Regional Parks system.

Ability to communicate in a clear and concise manner. Proficient English language skills, both verbal and written.

Demonstrated ability to write reports and procedures.

Demonstrated research, statistics and analysis skills.

Ability to establish and maintain effective working relationships and work collaboratively with a variety of internal and external agencies, groups, partners, volunteers and public.

Demonstrated organizational skills.

Ability to use computer and considerable knowledge of software and applications related to the position and duties, including GPS and GIS.

Demonstrated ability to negotiate difficult terrain and walk long distances.

OFA Level 1 First Aid certification.

Valid BC Driver's License.