

**PURPOSE OF POSITION:**

Under daily supervision of a Park Operator, may be assigned to take direction from park staff (e.g. Park Assistant, Park Assistant II, Ranger), performs a variety of patrol, public relations, public regulatory compliance, periodic operations and maintenance, at one or more MV Regional Parks sites (e.g. parks, greenways, ecological conservancy areas, reserves). 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.)*

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 directed and ensures public compliance. Observes any illegal activities and takes appropriate action. May be appointed a Park Officer.

Ensures visitor comfort and safety; provides information and assistance to park users; posts notices and signage.

Checks broken, damaged or dangerous facilities and immediately repairs or secures and reports thereon. Provides MV Regional Parks initial response to incidents and emergencies.

Performs a variety of routine operations and maintenance duties on a limited basis, 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.

Assists in the set up and delivery of MV special events.

Operates VHF two way radio.

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

Purchases materials and supplies as directed, following MV policies and procedures for purchase card use, monthly reconciliations and submission of receipts and invoices.

Maintains records and writes reports; 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 or equivalent.

Proficient English language skills, both verbal and written.

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

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

Demonstrated good judgment in interpreting park regulations.

Ability to understand and follow procedures.

Demonstrated ability to negotiate difficult terrain and walk long distances.

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

OFA Level I First Aid Certification.

Valid BC Driver's License.