

PURPOSE OF POSITION:

Under general supervision of a Park Operations Supervisor, is responsible and accountable for the delivery of Park Services operations and maintenance functions and programs 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.)*

Supervises, plans, directs, and participates in the work of the staff or crews engaged in 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. Responsible to ensure the work performance of direct reports meets day-to-day operational expectations. Ensures completion to operational standard of tasks assigned to others. Plans, organizes and delivers training programs to staff, volunteers and partners. Supports staff development by providing guidance and assistance as needed. Participates in interviews. Provides Park Operations Supervisor with feedback on staffing levels and staff performance. Supervises or monitors contractors, volunteers, partners or other groups as directed.

Coordinates and ensures the delivery of grounds and janitorial maintenance (e.g. lawn, landscape and trail maintenance; snow and ice removal; campsite, building and picnic site maintenance; painting; cleaning toilet facilities; garbage and litter collection). Determines park operational maintenance requirements using operating standards. Completes small scale parks construction projects as assigned (e.g. bridges, trails, tables and pads, fences, gates, wood corrals). Operates and ensures maintenance of all park equipment as required. Operates VHF two way radio.

Monitors visitor activities 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. Enforces park bylaws and regulations as directed. 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 with corporate and departmental programs, standards and procedures, and WorkSafe BC regulations.

In accordance with corporate and departmental policy and programs, drafts hazard identification risk assessments and safe work procedures. Ensures park staff are instructed in the proper use of safety equipment and safe work procedures and monitors for compliance. Ensures staff know how to report workplace hazards. Conducts safety audits and workplace inspections to departmental standard; ensures that current safety information is posted on notice boards.

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, ensures facilities are regularly inspected and ensures immediate repair or secures as needed).

Supports and assists park partner projects, activities and events; inputs 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 and that reporting staff are capable of doing same. In conjunction with Park Operations Supervisor liaises with police, regulatory and other agencies to develop and implement response strategies to operational issues (e.g. public safety, site security, resource management, emergencies). Implements MV Regional Parks site emergency plans and procedures; coordinates initial response to site emergencies and incidents.

Communicates and collaborates with other park field staff, Area services staff, divisional staff and representatives from outside agencies. Communicates project impacts and closures to appropriate staff to ensure the public and internal work groups are informed.

Develops staff work schedules for approval by the Park Operations Supervisor. Participates in the development of annual park work plans, and develops, coordinates and schedules daily tasks to ensure efficient, effective operation.

Purchases or coordinates the purchase of materials, supplies and small park equipment. Arranges for rental of operated equipment, services and delivery of bulk materials. 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. Makes bank deposits and oversees accounting process at site level; accounts for monies collected.

Ensures that asset inspections are performed and recorded and inventories are updated. In consultation with Park Operations Supervisor, identifies park capital maintenance needs and provides input into capital and asset management programs. Provides information to forecast equipment needs, completes purchase justifications and provides cost estimates. Ensures equipment inventories are updated.

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 incident and near miss reports are completed and submitted as required. Ensures compliance with the privacy legislation and corporate policy and procedures.

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

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)*

For B Class Park:

Diploma in a natural resources, outdoor recreation or related technology and two years Metro Vancouver Regional Parks operations experience, or an equivalent combination of training and related work experience in park operations and maintenance. Completion of a recognized supervision program.

Demonstrated success in handling progressive responsibility and work complexity having increased potential impacts of error. Demonstrated supervisory ability and experience in orienting and effectively instructing staff and work units. Demonstrated leadership and organizational abilities.

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.

Considerable 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).

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

Ability to deal with the public in a courteous and effective manner using tact, diplomacy and good judgment. Ability to manage a variety of projects and maintain composure. Demonstrated good judgment in interpreting park regulations.

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.

For A Class Park:

All of the above plus:

5 years of supervisory experience as a Park Operator.

Demonstrated ability to manage a wide variety of projects and priorities in a high-intensity, fast-paced, rapid-changing work environment. Demonstrated ability to maintain authority, poise and self-control in a high stress position.

Very good working knowledge and demonstrated application 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).