

New

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Recreation Engagement Officer

Requested Class

Natural Resources 3

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

CA34

Cost Centre

625110

Program Code: (enter if required)

00069

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Forestry & Parks/Lands/Rec, Ecosystem & Lands

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

District Rec Engagement Office

Supervisor's Current Class

Natural Resources 3

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Working within the Recreation, Engagement & Partnerships regional team, and reporting to the District Recreation Engagement Officer, this position is a key interface between the Department and the public. This position supports the day-to-day operations of the Recreation Management program and requires some specialized technical background and skills. The incumbent will have progressive responsibility as they demonstrate proficiency in the program area and exhibit an understanding of natural resource management on a multi-use land base.

The position will provide information and assistance directly to the public regarding access and responsible use of public land, provincially designated recreation trails and associated facilities, to meet regional recreational objectives and outcomes. They will assist with delivery of department objectives for recreation on public lands through education and engagement events. This position will also interact with recreation users while conducting patrols of known recreation sites and trails. These patrols will also inspect conditions, document the development of new random use sites and trails, and conduct minor routine maintenance of trails, staging areas, signs, and kiosks. The position will capture a range of field data related to the location and frequency of recreation use, safety risks and environmental impacts, to aid in the planning, funding, and delivery of new and refurbished recreational infrastructure within a multi-use land base. The incumbent will be expected to operate with a minimum of direct supervision, working at times in remote locations and adverse weather conditions.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Regional Recreation Program

Support ongoing planning, development, and facilitation of regional recreation programs:

- Provide field observation information through data collection, regular reporting, and sharing feedback from public interactions to help prioritize recreation program efforts.
- Ensure interactions with public, stakeholders, and partnerships support departmental efforts to build and maintain recreation trails and infrastructure in a productive and collaborative manner.
- Enhance the public's responsible and safe recreation through delivery of regulatory, wayfinding, and safety information to the public where they are recreating in the backcountry.
- Write and present regular reports to their supervisor on patrol routes, issues identification, and statistics regarding number and nature of public contacts.
- Take concise field notes including photos to report any found instances of non-compliance that require possible compliance follow-up. These notes may be required for a compliance file. Ensure supervisor is made aware of complaints or issues, in a timely manner, that may result in a formal response to public or media. Field notes will be required for background information.

Recreation Education and Engagement

This position will develop and foster positive interactions and relationships with the recreation community while promoting the GOA's recreation goals and priorities. Adhering to the departmental visual identity policy is an expectation due to the degree of public interaction this position requires.

- Increase public awareness and understanding of how to recreate safely and responsibly on public land.
 - On-the-ground individual interactions (maintaining a regular visible presence) in the defined work area through educating the public on responsible recreation and stewardship. Communicating relevant legislation and regulation is the foundation of this information delivery so a sound knowledge of relevant Acts and Regulations is necessary.
 - Engaging at organized events such as: rallies, races, club trail maintenance events, stewardship days, fairs, trade shows, and/or markets.
 - Providing guidance and education to organizers of public land special events (may include attending event to provide information on site).
 - Writing content and providing photos for educational material including social media.

Maintenance of Crown Land

As directed by their supervisor, conduct routine maintenance and make improvements to recreation sites located on public land.

- Identify and record (using GPS mapping) recreational infrastructure in need of maintenance, repair, or replacement (including vandalism). This includes identifying areas that require clean up, conduct minor clean-ups, and identify larger incidents of illegal debris disposal that will require procurement of additional resources. Support managing and maintaining the regional recreation inventory of signage, gates, recreation sites and resources. This includes installing and/or replacing signage in existing or new areas.

Problem Solving

Typical problems solved:

- Contravention of legislation by recreating public (use of motorized vehicles in watercourses, litter, exceeding 14-day random camping, et),
- Managing situations that lead to conflict and de-escalating and/or removing oneself from the situation.
- Uncertainty of authorities during encounters with industrial or commercial activities, or indigenous individuals practicing traditional rights.
- Preparation, management, and problem-solving of backcountry patrols.
- Determination of what field information should be documented for decision-making, compliance support, and future education and engagement products.

Types of guidance available for problem solving:

Direct support from supervisor and manager as these types of problems are typical for a busy field program and are often not new.

Direct or indirect impacts of decisions:

Behavior of recreationists on public land, and related safety and environmental impacts.

Key Relationships

Major stakeholders and purpose of interactions:

Communicate professionally and effectively with a wide range of internal and external stakeholders, including departmental staff, local and provincial government agencies, conservation groups, special interest or user groups, and the general public, in order to convey pertinent departmental information on policies, procedures and application of legislation. A high degree of professionalism must be maintained during contacts with external groups/agencies/ individuals during field work and meetings.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Other		

If other, specify:

Ecology, environmental science, forestry

Job-specific experience, technical competencies, certification and/or training:

The position requires strong communication and collaboration skills in developing and maintaining functional working relationships with local staff including enforcement officers (e.g. Crown Land Enforcement Branch staff, Wildfire staff, Fish and Wildlife Enforcement Branch (FWEB)) staff, and other interagency enforcement and emergency response partners).

This position requires the ability to adjust to changing priorities, strong verbal and written communication skills, comfort working alone in the backcountry, and working-level technical knowledge and skills to work with volunteers and educate members of the public.

This position must have excellent interpersonal skills to deliver messaging to people with varying levels of understanding and differing perspectives. The incumbent requires an alert level of situational awareness and understanding of conflict management. Skill in verbal judo is an asset.

Must be comfortable and competent working in remote backcountry locations with a minimum of supervision. Must demonstrate proficiency in the safe operation of off-highway vehicles. Knowledge and certification in wilderness survival and first aid is an asset.

Requires familiarity with GPS for navigation and data collection. Proficiency in GIS is an asset.

Must be familiar with various Acts such as the *Public Lands Act*, Public Land Administration Regulation (PLAR), *Trails Act*, *Forest & Prairie Protection Act* and Regulations, with a particular emphasis on legislation regulating the use of off- highway vehicles in Alberta.

This position must have education and experience in the natural resource field.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		

Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>Public land is multiple use, busy and also has poor access. Conditions change and there are always more users. Therefore, even the best plans change and always need to be adaptable.</p>
Drive for Results	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Actively sets goals and remains open to advice on reaching them:</p> <ul style="list-style-type: none"> • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking information or multiple priorities • Operates within APS value system 	<p>Objective is to increase knowledge and understanding of the recreating public about responsible sustainable use of public land. Also need to document public recreation use patterns (sites and trails).</p>
Agility	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Understands need for change and manages own emotions:</p> <ul style="list-style-type: none"> • Uses common sense and past experience to approach ambiguous problems • Prevents emotions from affecting others negatively • Looks for information on changes • Open to new ideas and helping co-workers 	<p>Working on public land in the backcountry under a multiple use paradigm means one has to be responsive to changing conditions and a variety of public perceptions and attitudes regarding their use of public land. Agility to change and adapt is essential.</p>

Build Collaborative Environments	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works in an open honest manner with colleagues: <ul style="list-style-type: none"> • Creates sharing opportunities • Actively shares, accepts and listens to others • Recognizes conflict, respects and discusses opinions openly • Supports group even to learn from mistakes • Recognizes differing interpretations 	Public land is managed for overlapping multiple use and therefore almost any work requires coordination at least, and often collaboration. Collaboration may occur among different programs working on similar outcomes in the area, or with recreating individuals and associations for effective outcomes.
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

053NR02 - Parks Seasonal Officer

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
ADM Name	Date yyyy-mm-dd	ADM Signature
DM Name	Date yyyy-mm-dd	DM Signature