

Working Title Maintenance Service Worker Lead Hand (Summer)	Name Vacant
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Position Number	Reports to Position No., Class & Level MSW 3	Division, Branch/Unit Parks, Central Region/ Miquelon Lake PP	Ministry Forestry and Parks
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Present Class Maintenance Service Worker 3	Requested Class MSW 3
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Dept ID	Program Code	Project Code (if applicable)
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**PURPOSE:** Give a brief summary of the job, covering the main responsibilities; the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

The Maintenance Service Worker Lead Hand (summer) in PLMA reports to the park maintenance supervisor and supports the ongoing operation and maintenance of day use areas and trails. The position is an integral member of the wider Camrose District Maintenance team and may offer support to other districts on an as needed basis. Primary areas of responsibility include weekly janitorial duties, mowing grass, weed eating operation, removing fallen and dangerous trees, transportation of materials to back country shelters, submitting trail reports, equipment maintenance, signage and overseeing MSW1 staff. This position is full time seasonal. Evening and weekend shift work may be required.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

**Supervisory**

1. Communicate with supervisors and equivalent level within the parks such as IO and VS staff.
2. Supervise MSW1 staff.

**Janitorial duties**

1. Weekly custodial duties of vault toilets, indoor and outdoor public buildings and trails systems.
2. Washing equipment inside and out after use.

**Maintenance**

1. Clearing brush and trees using a variety of hand and powered equipment.
2. Mowing of trails, day use areas and a campgrounds.
3. Ensure trails are kept free of hazards, including fallen trees, shrubs, rocks, etc.
4. Posting and updating trails advisory signage when needed.
5. Routine custodial duties of back country facilities as required.
6. Repair basic pieces of infrastructure.
7. Painting.

**Equipment**

1. Operate a variety of equipment such as pickup trucks, mowers, side by side, tractor loader, skid steer loader, backhoe/excavator etc.
2. Perform daily/weekly/monthly inspections on vehicles and equipment.
3. Performs preventative and scheduled maintenance to vehicles and equipment as required.

**OH&S**

1. Follows all protocols and procedures in place to ensure a safe working environment.
2. Wears appropriate PPE for specific tasks.

**Administration**

1. Other duties such as time sheets, submitting incident reports, and other general administrative duties.

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2. Submit trail reports to supervisor

**SCOPE:** List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

Work carried out by the position impacts peers within the maintenance section and others within Parks and Recreation. The work also has a profound impact on the public as it relates to their experience with recreational activities within the Provincial Recreation Area. The position is required to work both independently and, in a team, and at times requires critical thinking and problem solving in the field.

**KNOWLEDGE, SKILLS & ABILITIES:** Provide a list of diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others. Specific training if it is an occupational certification/registration required for the job.

- Excellent attention to detail, with high level of standards
- Able to effectively operate a wide variety of machinery, equipment, and hand tools (chain saw, brush saw, woodchipper and log splitter) confidently and safely.
- Experience in trail maintenance and construction.
- Ability to travel safely in an outdoor environment in all kinds of weather and conditions.
- Good administrative skills – ability to work on a computer, complete timesheets and meet deadlines.
- Excellent knowledge of Government Policies and Procedures, Occupational Health and Safety Acts and Regulations.
- Knowledge of all equipment supplied manuals.
- Ability to provide great customer service when interacting with public.

**CONTACTS:** The main contacts of this position and the purpose of those contacts.

District Maintenance team lead (Tech 4) – Directly reports to the area manager.  
Park Maintenance Supervisor (Tech 3) – Directly reports to the district maintenance team lead.  
Maintenance team lead (MSW 3) – Reports to Maintenance supervisor and works directly with coworkers to complete tasks.  
Maintenance Service workers (MSW 1) – Reports to MSW 3.  
Other - General public, volunteers, vendors & suppliers.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised.

None

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** List the significant changes that have occurred in your job since the last review.

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached.

*This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.*

**Signatures**

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

**Incumbent**

_____	_____	_____
Name	Signature	Date

**Manager**

_____	_____	_____
Name	Signature	Date

**Division Director/ADM**

_____	_____	_____
Name	Signature	Date