

Update

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Caretaking and Maintenance Specialist

Current Class

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Parks Operations, William Watson Lodge

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

None, just a job title change

Responsibilities Removed:

None

Job Purpose and Organizational Context

Why the job exists:

The William Watson Lodge facility is a unique specialized facility that provides year-round, barrier free, adapted wilderness lodging for Albertans with disabilities, Alberta seniors and out of province persons with disabilities. The main lodge, 22 cabin units and campground are located in a remote location, over an hour away from the closest town, with no cell phone service or public Wi-Fi. Reporting to the Caretaking & Maintenance Supervisor, this position is primarily responsible for caretaking and grounds maintenance around the William Watson Lodge facility as well as other Alberta Parks facilities within the Kananaskis Valley, Bow Valley, and Kananaskis Region. The Caretaking & Maintenance Specialist will work closely with all members of the William Watson Lodge Team, Trails Team and Visitor Information Services Staff to ensure high quality upkeep, outdoor infrastructure accessibility, and cleaning and sanititation of cabins.

Key responsibilities include: ensure high standard of safety, access to pathways, buildings, parking stalls, and Alberta Parks infrastructure for visitors and staff, cleanliness, and upkeep for outdoor infrastructure, cabins, and WWL grounds. Additional responsibilities will include general upkeep and maintenance of equipment and grounds keeping assets such as Kubota, Bobcat, Toolcat, lawn mowers, golf carts, hand tools and snowblowers.

Responsibilities

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

1. Carry out janitorial responsibilities within the WWL cabins and parks special facilities. This includes:

- Comfort camping and comfort stations in the WWL Campground facilities
- Floor maintenance (vacuuming, mopping, stripping, polishing, waxing)
- Cleaning of washrooms (cabins, day lodge, and other special facilities)
- Cleaning of kitchens (cabins and day lodge)
- Cleaning living areas within cabins and day lodge

2. Maintain park grounds and facilities to established standards in order to provide a safe, high quality visitor experience and maximize the life span of facilities

- Evaluate outdoor conditions and prioritize grounds maintenance activities with consideration to maintaining facility access for clients with mobility aids (wheelchairs, walkers, scooters etc)
- Choose appropriate equipment and materials to complete grounds maintenance tasks based on temperatures, outdoor conditions and forecast
- Winter snow removal and sanding/deicing of all roadways, walkways and parking areas in a timely manner
- Removal of snow build up on roofs if appropriately trained and with proper PPE
- Summer grounds keeping including mowing lawns, clearing pathways and areas around cabins of debris, maintaining planted vegetation and general upkeep as needed.
- Equipment operation including truck and trailer, Tool Cat, Bobcat, Kubota, sweepers, power tools, snow blowers, vacuums, floor polishers, lawn mowers, golf carts, whipper snipper, chainsaw.
- Assist with facility inspections on an on-going basis to identify concerns, deficiencies and hazards
- Fix maintenance deficiencies and provide supervisor with regular progress updates

3. Contribute to keeping all equipment and vehicles maintained

- Perform regular vehicle checks and complete or schedule preventative maintenance as needed.
- Report necessary repairs of equipment and vehicles to supervisor
- Ensure all tools and equipment are maintained and in good working order
- Identify equipment replacement/acquirement needs to supervisor to allow for budgeting

4. Perform other maintenance duties as assigned

- Process firewood for backcountry campgrounds using chain saw and wood processing machine
- Assist with cleaning maintenance shops, organizing equipment, moving furniture, cleaning BBQ's
- Assist with contract performance observation as requested by supervisor
- Provide input into equipment specifications for procurement purposes
- Procure maintenance related supplies from local vendors once approved by supervisor

5. Ensure all activities are conducted in a safe manner, adhering to all applicable worksite health and safety requirements
 - Complete all required worksite health and safety orientations, job specific training and review applicable hazard assessments prior to completing a task.
 - Identify hazards and determine steps to rectify or mitigate the issue
 - Complete all incident reporting and health and safety documentation as required
 - Ensure all work is completed using appropriate safe job practices and safe work procedures
6. Work collaboratively with all members of the William Watson Lodge team to further enhance visitor experience and safety
 - Demonstrate best practices and behaviors related to wildlife encounters.
 - Communicate appropriate safety, wildlife and visitor information to guests as required
 - Provide support and complete additional and related duties at other facilities as assigned

Problem Solving

Typical problems solved:

This position is required to work both independently and as part of a team to determine daily priorities based on guest check outs, caretaking needs, current conditions, weather forecasts and client needs. The staff members must work together to ensure facilities outside of William Watson Lodge are maintained to a level that ensures all visitors and staff can access areas safely. Staff must choose the appropriate equipment and materials to complete tasks efficiently, effectively and with the least amount of disruption to guests in cabin units. Staff identify equipment and vehicle issues and preventative maintenance needs.

Types of guidance available for problem solving:

Staff members often work independently but have access to their Supervisor or the Team Lead in the Supervisor's absence. Staff can solicit guidance from higher level maintenance and caretaking staff when performing duties within those streams. Staff often draw from knowledge and previous experience when making decisions on how to prioritize and complete tasks.

Direct or indirect impacts of decisions:

The work has a profound impact on the safety and experience of the visitors to William Watson Lodge and other special facilities within the Kananaskis Valley and Peter Lougheed Provincial Park. Work carried out by this position impacts operations and fellow team members, specifically other Caretaking staff, front line Visitor Experience staff, and Snow Crew staff

Key Relationships

Major stakeholders and purpose of interactions:

William Watson Lodge guests, day visitors and staff- To provide safe, sanitary and accessible facilities, pathways, parking areas, building entrances, and trails in PLPP and Kananaskis Valley
Contractors and Vendors- Items relating to caretaking, summer grounds keeping equipment and snow clearing equipment repairs and maintenance

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
High School Diploma			

If other, specify:

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

- Knowledge and experience in the use and maintenance of caretaking, SUMMER MAINTENANCE and snow clearing equipment, vehicles and tools
- Experience and knowledge of basic ice and snow removal techniques and procedures
- Ability to coordinate and direct other staff on caretaking, snow and ice removal priorities for the day
- Knowledge and experience in cleaning, janitorial work and facility upkeep
- Working knowledge of Occupational Health and Safety legislation, policy and guidelines
- Knowledge of Provincial Park Act and Regulations
- Ability to use Microsoft Outlook, 1GX and MS Office software
- Good leadership skills and ability to work with diverse staff, clients and contractors

- Ability to assess, identify and prioritize tasks
- Ability to operate light, medium and heavy equipment and tools
- Good organizational and time management skills
- Valid First- Aid certificate
- WHIMIS
- Valid Class 5 driver's license
- Fall Protection Training
- Chainsaw Training

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	☒	☐	☐	☐	☐	Is open to new ideas and breaks problems down to identify solutions: • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other's perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems	Assesses risk, challenges, and opportunities when determining daily task priorities -Contributes knowledge and experience to improve grounds keeping plans and methods -Identifies equipment issues and determines alternatives to complete tasks
Agility	☐	☐	☒	☐	☐	Identifies and manages required change and the associated risks: • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan	-Considers client mobility needs and adapts daily snow clearing activities accordingly -Adapts activities to changing priorities and availability of equipment and staffing resources -Adjusts approach to each unique client interaction to ensure they feel welcome and supported
Drive for Results	☐	☒	☐	☐	☐	Works to exceed goals and partner with others to achieve objectives: • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes	-Supports clients and guests at WWL by ensuring they have safe, sanitary accommodations, clear pathways and parking lots throughout their stay -Completes janitorial and

		• Aims to exceed expectations	maintenance tasks as requested -Supports Trails operations by processing firewood for the backcountry
Develop Self and Others	☐ ☒ ☐ ☐ ☐	Seeks out learning and knowledge-sharing opportunities: • Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports	-Learns from experience and shares findings to support other staff members -Explores different ways to accomplish snow clearing, summer grounds keeping and janitorial tasks more efficiently, safely and effectively -Evaluates and improves performance based on client and supervisor feedback

Benchmarks

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

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