

**TITLE: PARK MAINTENANCE WORKER 2**
**CLASSIFICATION: PARK MAINTENANCE WORKER 2**

### ORGANIZATIONAL CONTEXT

Regional Operations Branch is the front-line service delivery branch within Parks Division of the department of Forestry, Parks and Tourism. Regional Operations is responsible for enabling outdoor nature-based recreation across over 200 high-value sites, facilitates approximately 12 million visitors annually, and consists of a peak summer operating season team of over 700 permanent and seasonal staff. The Branch is responsible for the delivery of an eclectic range of front-line public services ranging from safe water plant operation to engaging interpretation stage shows.

The Parks Maintenance Worker 2 operates within the Maintenance and Municipal Services Stream to ensure that Park facilities, grounds, equipment and vehicles are maintained, serviced, cleaned and operated in a manner which provides a quality visitor service.

The Park Maintenance Worker 2 falls under the following organization:

**MINISTRY: FORESTRY, PARKS AND TOURISM**

**DIVISION: PARKS**

**BRANCH: REGIONAL OPERATIONS**

**WORK UNIT: GEOGRAPHIC REGION/AREA/DISTRICT**

### JOB OVERVIEW

The Park Maintenance Worker 2 performs public-facing Park, grounds, and facility maintenance that is intended to ensure park facilities are safe and clean at all times and supports the provision of a high quality visitor experience to park visitors.

The Park Maintenance Worker 2 is expected to operate of heavy equipment (where applicable and as trained), assist in operation of water/wastewater facilities, assist in building and facility maintenance, and contribute to work planning.

The work performed must meet required quality standards, be reflective of visitor needs and organizational priorities, comply with applicable divisional and departmental guidelines and policies, and be completed in accordance with OHS policies and regulations.

### ACCOUNTABILITIES

1. 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 by:

- Performing various maintenance tasks such as:
  - grass cutting & vegetation management
  - garbage collection and litter pick-up

- light equipment operation (power tools, lawnmowers, trimmers, off-highway vehicles, chainsaws, other specialty equipment as required, and as trained)
  - landscaping
  - painting
  - snow clearing
  - campsite and trail clearing/maintenance
  - basic building maintenance tasks
  - cleaning of washrooms, kitchens, cabins, and comfort sites as applicable
  - floor maintenance in buildings
  - Installation and removal of docks and maintenance of beaches
  - Assisting with hazardous tree management programs
  - Installing and maintaining signage
- Responding to public concerns and complaints regarding facility maintenance issues.
  - Assisting with facility inspections on an ongoing basis to identify concerns, deficiencies, and hazards.
  - Fixing identified maintenance deficiencies and providing supervisor with regular progress updates.
  - Operating medium and heavy equipment (OHVs, skidsteers, loaders, graders, excavators, groomers etc.) where trained and where applicable

2. Contributing to keeping all equipment and vehicles maintained and ensuring these items are only used when in serviceable condition.

- Reporting all necessary repairs and preventative maintenance of equipment and vehicles to direct supervisor and ensuring equipment and vehicles are not used when un-serviceable.
- Ensuring that all tools and equipment are maintained, and kept in good working order
- Identifying equipment replacement/acquirement needs to supervisor to allow for budgeting

3. Supporting the operation of various utility systems in accordance with applicable standards and regulations to ensure ongoing and safe provision of drinking water and waste water removal/treatment by:

- Assisting with start-up/shut-down and operation of basic utility systems
- Taking and submitting water samples for bacteriological analysis.
- Performing basic chemical analysis of water samples to determine chlorine levels.
- Assisting with the timely removal and disposal of wastewater from various holding tanks.

4. Performing other maintenance related tasks as required such as:

- Assisting with contract performance observation as requested by supervisor
- Providing input into equipment specifications for procurement purposes
- Procuring maintenance related supplies from local vendors once approved by supervisor

5. Ensuring that all activities are conducting in a safe manner, adhering to all applicable worksite health and safety Requirements.

- Completing all required worksite health and safety orientation and job specific training and reviewing applicable hazard assessments prior to completing a task.
- Appropriately completing as required all incident reporting and health and safety documentation
- Completing all work using appropriate safe job practices and safe work procedures.

Career Group:

Job Class:

Job Stream:  
Bargaining Unit

Occ Code:  
Job Code:

Revised Date: Jan 2023

## **JOB REQUIREMENTS**

Required Education: Some high school experience, and related training. High School Diploma is an asset but not required.

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1 Year Directly Related Experience is required.

- Good leadership skills and the ability to work with diverse staff and contractors
- Ability to operate light, medium and heavy equipment and various tools
- Some knowledge of plumbing, electrical, carpentry, and mechanical systems
- Knowledge of Occupational Health and Safety legislation, policy, and guidelines
- Good organizational and time management skills.
- Good written and verbal communication skills
- Knowledge of and ability to use computers and mobile devices/apps.
- Valid First-Aid certificate
- WHMIS
- Valid Class 5 driver's license.

## **BEHAVIOURAL COMPETENCIES**

### **Creative Problem Solving- Level A**

- 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

### **Agility- Level B**

- Works in a changing environment and takes initiative to change:
- Takes opportunities to improve work processes
- Anticipates and adjusts behaviour to change
- Remains optimistic, calm and composed in stressful situations
- Seeks advice and support to change appropriately
- Works creatively within guidelines

### **Drive for Results- Level B**

- 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
- Aims to exceed expectations

### **Develop Self and Others- Level A**

|               |            |                 |           |                        |
|---------------|------------|-----------------|-----------|------------------------|
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- Develops own career and reduces barriers for others:
- Creates development plan with supervisor and seeks feedback
- Reflects on performance to identify areas of improvement
- Offers knowledge and insight to others
- Supports career development of direct reports

