

**TITLE: PARKS MAINTENANCE WORKER**
**CLASSIFICATION: MAINTENANCE SERVICE WORKER 1**

## 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 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 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 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 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 & medium equipment operation (power tools, lawnmowers, trimmers, off-highway vehicles, skidsteers, chainsaws, other specialty equipment as required, and as trained)
- landscaping
- painting
- snow clearing

**Career Group:**
**Job Class:**
**Job Stream:**  
Bargaining Unit

**Occ Code:**  
**Job Code:**
**Revised Date: Jan 2023**

- campsite and trail clearing/maintenance
  - basic building maintenance tasks
  - cleaning of washrooms, kitchens, cabins, and comfort sites as applicable
  - floor maintenance in buildings
  - Installing and maintaining signage
  - Assisting with hazardous tree management programs
- Responding to public concerns and complaints regarding facility maintenance issues.
  - Conducting facility walk-throughs on an ongoing basis to identify concerns, deficiencies, and hazards.
  - Fixing identified maintenance deficiencies and providing supervisor with regular progress updates.
  - Conduct water/wastewater testing as required.
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. Ensuring that all activities are conducted 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.

## **JOB REQUIREMENTS**

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

Relevant experience is an asset but not required.

- Ability to operate light and medium equipment and various tools
- 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

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- Contributes ideas for improving processes, and adapts existing practice to address problems

#### Agility- Level A

- Understands need for change and manages own emotions:
- 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

#### Drive for Results- Level A

- Actively sets goals and remains open to advice on reaching them:
- Sets goals and prioritizes work
- Identifies and corrects areas for improvement
- Suggests actions; asks for advice when lacking information or multiples priorities
- Operates within APS value system

