

New

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Recreation Technician

Requested Class

Natural Resources 3

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

Lands/Recreation Management

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Field Supervisor

Supervisor's Current Class

Natural Resources 5

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

This job exists to ensure the efficient management and maintenance of a diverse system of recreation sites, and trails throughout Alberta on crown land. As a key front-line and boots-on-the-ground resource, the Recreation Technician plays a critical role in preserving public safety, protecting environmental resources, and maintaining recreation infrastructure. The position supports natural resource conservation through regular inspections, repairs, and risk mitigation, ensuring safe and sustainable recreational experiences. By collaborating with Trail Managers, volunteers, and the public, the role fosters stewardship and compliance with natural resource policies, contributing to both ecological integrity and positive visitor experiences across Alberta's recreation network.

Responsibilities

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

1. Recreation Site and Trail Maintenance

- Conduct routine and ad hoc inspections of recreation sites and trails on public lands, following a natural resource inspection plan to address public health, safety, and environmental risks (e.g., hazard tree removal, structure repairs, site/trail rehabilitation).
- Assess and mitigate environmental and public safety risks in line with natural resource management policies. Implement actions such as trail closures or decommissioning to ensure ecological sustainability and public safety.

- Ensure that maintenance work performed by partners and user groups meets natural resource management standards.
- Participate in the repair, restoration, and sustainable maintenance of natural resource assets, including site infrastructure, recreation facilities, and ecological features.
- Operate power tools and small construction equipment to perform maintenance tasks, ensuring the sustainable management of natural resources and providing safe recreational experiences.
- Install, replace, and maintain signs and kiosks to communicate regulatory information about natural resource conservation and public land use.
- Document, report, and clean up waste sites to support ecological health on Crown land.
- Collect and submit project data, including daily reports, photos, and geo-spatial data, to inform annual natural resource reporting and management decisions.

2. Monitoring and Assessment

- Conduct inspections of recreation sites and trails, ensuring they meet natural resource management standards for safety, accessibility, and sustainability.
- Collect data, capture geospatial information, and photograph sites to inform natural resource management planning, such as trail management, environmental conservation projects, and Trail Manager work plans.

3. Partnership Building and Collaboration with Trail Managers and Volunteer Groups

- Collaborate with Trail Managers and volunteers, providing technical support, expertise, and natural resource management guidance to help execute maintenance and infrastructure projects on public lands.
- Participate in Trail Manager workdays, offering field support and ensuring natural resource management practices are upheld during recreation site and trail maintenance.
- Facilitate communication with recreation partners, clarifying roles, resolving conflicts, and ensuring that natural resource stewardship objectives are met.

4. Public Engagement and Education

- Serve as a key contact for the public, providing education on natural resource conservation, including rules and regulations for safe and sustainable recreation on Crown land.
- Engage with trail users during routine patrols, offering educational information on wildlife safety, environmental risks, and natural resource management practices.
- Mediate user conflicts, ensuring compliance with natural resource policies and promoting responsible recreation that aligns with conservation goals.
- Replenish map boxes and distribute educational materials that support natural resource conservation and responsible recreation practices.
- Represent the Branch at public events, promoting awareness of natural resource management efforts and fostering environmental stewardship.

5. Occupational Health and Safety (OHS) and Team Collaboration

- Ensure all maintenance activities are conducted in compliance with safety standards, particularly when working in remote, high-hazard environments.
- Support the team in upholding best practices for natural resource management and ecological conservation while performing duties in the field.

6. Data and Asset Management

- Maintain and update the Recreation Sites and Trails Facilities Inventory, recording key natural resource assets such as structures, facilities, and ecological features on public lands.
- Manage inventory of tools and supplies necessary for the sustainable maintenance of natural resource assets, ensuring the protection and conservation of public lands.

Problem Solving

Typical problems solved:

The Recreation Technician regularly addresses safety and environmental issues on recreation sites and trails, such as removing hazard trees and repairing damaged infrastructure. They may also need to resolve conflicts between user groups or manage the temporary closure of sites due to wildfire, weather-related

risks, or ecological concerns. Additionally, the role involves troubleshooting infrastructure failures, such as damaged signs, trail erosion, or waste management issues, ensuring sites remain safe and accessible for the public.

Types of guidance available for problem solving:

The Recreation Technician reports to a Field Supervisor, who serves as their primary point of contact for guidance on day-to-day operations, decision-making, and problem resolution. They have access to remote telecommunications devices, allowing them to maintain regular communication with the supervisor and seek advice or direction as needed. Additionally, the technician can connect with other professionals in the field, such as Trail Managers, contractors, and natural resource specialists, to collaborate on complex problems or receive technical guidance. Written policies, standard operating procedures, and natural resource management protocols further provide a structured framework for making informed decisions in the field.

Direct or indirect impacts of decisions:

Decisions directly impact resource management outcomes through choices of how and when to repair or replace infrastructure. The wrong decision decisions can affect public safety through poorly maintained infrastructure or trail way finding signs.

Engagement with the public and Trail Managers needs to be professional and congenial. The Recreation Technician is often the face of the department and correct and clear information delivery is essential. Incorrect decisions on engagement can result in poor quality work by Trail Managers or compliance and safety issues for the public.

The correct collection, collation, and filing of field data is important for the integrity of the program as data is foundational. Clear and consistent decision making when collecting data is paramount.

Key Relationships

Major stakeholders and purpose of interactions:

Crown land users: public, Trail Managers, stakeholders, and rights holders are active at any time on the land and good working relationships all is essential.

Other government programs: notably Lands and Range staff, Conservation Officers, and Parks trail crews and rangers. But also forestry, fisheries, and wildlife.

Required Education, Experience and Technical Competencies

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

If other, specify:

Plus some related experience

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

Experience

- Strong interpersonal and communications skills to develop and maintain relationships with a variety of stakeholders.
- Working independently and as part of a team.
- Experienced and comfortable working alone and in remote mountainous environments.

Technical competencies

- Backcountry skills including orientation, map reading, and compass reading.
- Knowledge of and ability to identify key vegetation types, soils, wildlife, weeds, water body classifications.
- Utilize latest technology for way finding and data collection.
- Be able to operate on and off highway vehicles on rough roads and trails.
- Computers and their common software (e.g. Microsoft Office)

Certification and/or training

- Standard First Aid with CPR C and AED

- Class 5 Driver's License
- Defensive Driving
- Training, certification and/or recent experience operating and maintaining a variety of small and large equipment (e.g. trucks, OHVs, 4x4 vehicles, chainsaws, power and hand tools, trailers, skid steers and mini-excavators).
- Situational Awareness (human and wildlife).
- Ground Disturbance certification

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	- Addressing issues on trails and sites without consulting supervisor every time and working as a team. - Helping recreation users when asked questions around opportunities and issues. - Public land is multi-use and busy, different solutions may be needed for the same challenge.
Agility	☒	☐	☐	☐	☐	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	- Field work always brings unexpected challenges and a person needs to be able make changes to plan as needed. This particularly applies to access and weather conditions.
Drive for Results	☒	☐	☐	☐	☐	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 multiple priorities • Operates within APS value system	- Work plans are always busy every year and a well managed and realistic work plan is necessary. - New issues emerge almost weekly and work plans need to be adapted to still meet core outcomes.

Benchmarks

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

Seasonal Recreation Engagement Officer

Seasonal Park Ranger

Seasonal Wildfire Patrol Person

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