

New

Ministry
Environment and Parks

Describe: Basic Job Details**Position**

Position Number		Working Title (30 characters) Recreation Engagement Officer
Requested Class Natural Resources 3		
Job Focus Operations/Program		Supervisory Level 00 - No Supervision
Business Unit 069GA	Dept ID 1110	Program Code 03176

Employee

Employee Name (or Vacant)
(vacant)

Organizational Structure

Division, Branch/Unit Environment & Parks/Lands/Rec, Ecosystem & Lands	<input checked="" type="checkbox"/> Current organizational chart attached?	
Supervisor's Position Number	Supervisor's Working Title (30 characters) Land Management Planner	Supervisor's Current Class Natural Resources 8

Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

Working within the Recreation, Engagement & Partnerships regional team, and reporting to the Land Management Planner, this position is a key interface between the Department and the public. The position will provide information and assistance to the public regarding access and responsible use of vacant public land and Public Land Use Zones (PLUZ) to meet regional recreational objectives and outcomes. They will assist with the delivery of the Crown Land Vision and public lands education and engagement, meeting with recreation users in the field. This position will also conduct patrols of known recreation sites, document the development of new random use sites, and conduct routine maintenance of trails, staging areas, signs, and kiosks.

This position supports the day-to-day operations of the Recreation Management program and requires some specialized technical background and skills. The incumbent will have progressive responsibility as he/she demonstrates proficiency in the program area with an understanding of natural resource management.

The incumbent will be expected to plan and deliver a robust public recreation outreach and engagement field program with a minimum of direct supervision, working at times in remote locations and adverse weather conditions.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities ([sample policy research job](#)):

Regional Recreation Program

Support the ongoing planning, development, and facilitation of regional recreation programs.

- Work within a defined geographic area within the Region to provide critical information that will help identify and prioritize trails and random use sites that need management of recreational use.
- Assist in the identification and relationship building of stakeholder groups interested in partnership and collaborative development and maintenance of recreational trails and infrastructure.
- Deliver regulatory, wayfinding, and safety information to the public through regular backcountry public engagement.
- Assist recreational planners by providing recreational user contacts and perspectives.
- Provide regular weekly reporting to supervisor of anticipated patrol routes, issues identification, and statistics regarding number and nature of public contacts.
- Report to supervisor any found instances of non-compliance that require possible compliance follow-up.
- Provide background information to management on complaints or issues that require a formal response to public or media.

Recreation Education and Engagement

This position will develop and foster positive relationships with the recreation community while promoting the GOA's recreation goals and priorities.

- Seek out, establish and maintain appropriate public relations in the recreation community through on-the-ground individual, group and social media engagement.
- Communicate with key stakeholders so they are aware of the GOA's objectives to help form strong partnerships.
- Educate organized recreational users regarding required approvals for organized events on public land and direct them to appropriate resources and approval pathways.
- Attend and engage groups during organized events, such as races, poker rallies and club trail maintenance/clean-up days.
- Educate the public on responsible stewardship and help them understand the appropriate legislation including permitted activities, restrictions, and environmental and legislative consequences within PLUZ.
- Direct public to further resources regarding availability of public land recreational opportunities and responsible recreational use of public land.
- Adhere to the departmental uniform and deportment policy.
- Maintain a regular visible presence in the field at known recreation sites.

• Maintenance of Crown Land

As directed by their supervisor, conduct maintenance and make improvements to recreation sites located on vacant public land and within PLUZs.

- Identify recreational infrastructure in need of maintenance, repair, or replacement.
- Oversee field crew and help on identifying areas that require clean up, and/or maintenance such as the signs, kiosks and other facilities. Install and/or replace signage in existing or new areas.
- Manage and maintain the regional recreation inventory of signage, gates, rec sites and resources in PLUZs' and on vacant Crown Land.
- Collect GPS data to map unknown found recreational use or abuse and recreational features such as signs.
- Support capital contracts by assisting with contract management and overseeing field activities.

Problem Solving

Typical problems solved:

- Recreating public contravening legislation (use of motorized vehicles in watercourses, litter, exceeding 14-day random camping, etc), either willfully or unintentionally.
- Managing situations that lead to conflict and deescalating and/or removing oneself from the situation.
- Encounters with indigenous individuals claiming to be practicing traditional rights..
- Preparation and management of back country patrols.
- Determination of what recreational use sites and trails to be be documented.

Types of guidance available for problem solving:

Direct support from supervisor and manager as these types of problems are typical for a busy field program and are often not new.

Direct or indirect impacts of decisions:

Key Relationships

Major stakeholders and purpose of interactions:

Communicate professionally and effectively with a wide range of internal and external stakeholders, including departmental staff, local and provincial government agencies, conservation groups, special interest or user groups, and the general public in order to convey pertinent departmental information on policies, procedures and application of legislation. A high degree of professionalism must be maintained during contacts with external groups/agencies/individuals during field work and meetings.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Other		

If other, specify:

Situational awareness, dealing with difficult people, verbal judo.

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

The position requires strong communication and collaboration skills in developing and maintaining functional working relationships with local staff including enforcement officers (e.g. Environmental Enforcement Branch staff, Wildfire staff, Fish and Wildlife Enforcement Branch (FWEB)) staff, and other interagency enforcement and emergency response partners).

This position requires the ability to adjust to changing priorities, strong verbal and written communication skills, comfort working alone in the back-country, and working-level technical knowledge and skills to work with volunteers and educate members of the public.

Additional skills to support the recreation program include contract management, project management, partnership collaboration, and supervisory skills for field staff.

This position must have excellent interpersonal skills to deliver messaging to people with varying levels of understanding and differing perspectives. The incumbent requires an alert level of situational awareness and understanding of conflict management. Skill in verbal judo is an asset.

Must be comfortable and competent working in remote backcountry locations with a minimum of supervision. Must demonstrate proficiency in the safe operation of off-highway vehicles. Knowledge and certification in wilderness survival and first aid is an asset.

Requires familiarity with GPS use for navigation and data collection. Proficiency in GIS is an asset.

Must be familiar with various Acts such as the Public Lands Act, Public Land Administration Regulation (PLAR), the Public Lands Act, Public Land Administration Regulation (PLAR), Environmental Protection and Enhancement Act (EPEA), Forest & Prairie Protection Act and Regulations, with a particular emphasis on legislation regulating the use of off-highway vehicles in Alberta.

This position must have education and experience in the natural resource field.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Creative Problem Solving	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Focuses on continuous improvement and increasing breadth of	Public land is multiple use, busy and also has poor access. Conditions

		<p>insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>change and there are always more users. Therefore, even the best laid plans change and always need to be adaptive.</p>
Drive for Results	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Actively sets goals and remains open to advice on reaching them:</p> <ul style="list-style-type: none"> • 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 	<p>Objective is increase knowledge and understanding of recreating public about responsible sustainable use of public land. Also need to document public recreation use patterns (sites and trails).</p>
Agility	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Understands need for change and manages own emotions:</p> <ul style="list-style-type: none"> • 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 	<p>Working on public land in the backcountry under a multiple use paradigm means one has to be responsive to changing conditions and a variety of public perceptions and attitudes regarding their use of public land. Agility to change and adapt is essential.</p>
Build Collaborative Environments	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Works in an open honest manner with colleagues:</p> <ul style="list-style-type: none"> • Creates sharing opportunities • Actively shares, accepts and listens to others • Recognizes conflict, respects and discusses opinions openly • Supports group even to learn from mistakes 	<p>Public land is multiple use by mandate and therefore almost any work requires coordination at least, and often collaboration.</p> <p>Collaboration may occur among different programs working on similar outcomes in the area, or with recreating individuals</p>

		• Recognizes differing interpretations and associations for effective outcomes.
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Benchmarks

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

None

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
Manager/Director Name	Date (yyyy-mm-dd)	Manager/Director Signature
ADM Name	Date (yyyy-mm-dd)	ADM Signature