

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Caretaker	Name
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Position Number Wage	Reports to Position No., Class & Level Tech	Division, Branch/Unit Alberta Parks	Ministry Forestry and Parks
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Present Class Caretaker, CT-1	Requested Class
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Dept ID	Program Code	Project Code (if applicable)
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PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

The Caretaker position reports to the Park Maintenance Supervisor who is directed by the District Maintenance Team Lead and is part of a team that is responsible for ensuring that William A. Switzer Provincial Park visitors have a positive, effective and efficient interaction. This position is responsible for the delivery of Custodial services for WASPP. Using approved Caretaking procedures, this position ensures cleaning and hygiene conforming to Alberta Health Services & Environmental Public Health Standards. The position has considerable independence within well-established guidelines and procedures and is important in ensuring WASPP continues to be an inclusive, responsive and innovative all year round venue for all visitors. Evening, weekends and holiday shifts are required.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

Provide exceptional customer service for William A. Switzer Provincial Park

- Ensure high standards of customer service.
- Ability to prioritize daily tasks and provide timely service.
- Knowledge of overall area and services provided.

Maintain high levels of cleanliness and hospitality:

- Seasonal clean and prep of all facilities.
- Daily cleaning and disinfecting of Park facilities
 - Shower Building
 - Comfort Station Washrooms
 - Vault Toilets
 - Group Areas
 - Picnic Shelters
- Garbage & Recycling
 - Daily collection and disposal
 - Cleaning and disinfecting of bins
 - Sticker replacement
- Extra responsibilities that may be taken on during certain times of the year also include
 - Receiving, storage and inventory of Caretaker supplies
 - Assist with beach matting installation and removal
 - Restock remote materials – doggie bags
 - Restock cleaning supply areas – shower building, comfort station washrooms

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- Pick garbage throughout the Park and surrounding areas
- Cleaning of signs and campsite posts throughout the Park and surrounding areas
- Weed management
- Collection, documentation and storage of Lost & Found items
- Painting – picnic tables, signs, buildings, etc.
- Regular servicing of Caretaking vehicles – fueling, checking oil, washer fluid, cleaning, etc.
- Organization and cleaning of Caretaking shop
- Various tasks as assigned by supervisor

Administrative and Park Team Support

- Represent Alberta Parks in a professional and proper manner
- Co-operate with and assist other park personnel as directed by supervisor
- Review and respond to e-mail requests
- Review Reserve Alberta Parks system for Camping check in & check outs

Occupational Health & Safety

- Participate and follow OH&S Policies and Procedures
- Good Understanding of Sanitation and Hygiene Standards
- Knowledge of chemical use and SDS
- Assist with monthly Fire Extinguisher inspections
- Participate in tailgate meetings
- Participate in HACR reviews and understanding
- Vehicle & Equipment Inspections
- Caretaking shop inspections

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

This position impacts the quality of health, safety and cleanliness to visitors, stakeholders and staff at William A. Switzer Provincial Park and the general area. This position is integral to providing Caretaking support to William A. Switzer Provincial Park department supervisors. The position requires a considerable amount of co-ordination and communication skills to ensure that the other team members are kept informed of and supported by the duties of this position. The position reports directly to the Park Maintenance Supervisor. Although this position is performed within well-established guidelines and procedures, it requires considerable overall awareness of the functioning and co-ordination of the site as a whole, and creative, independent decision making.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

- Some high school education plus 6 months of related experience;
- Experience using Microsoft Windows, Email and Internet
- ‘WHIMIS 2015’ Certificate
- Standard First Aid Certificate and CPR-Level C Certificate + AED
- Valid Class 5 license; unrestricted or GDL
- Defensive driving course
- Drivers abstract
- Ability to carry out physically demanding tasks and in extreme heat condition
- Off-highway vehicle and small equipment experience an asset

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- Strong work ethic and professional attitude
- Ability to work both independently and as part of a team

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

This is a front line position interacting daily with William A. Switzer Provincial Park visitors and volunteers. This position also maintains regular communication with all other William A. Switzer Provincial Park department staff, and onsite partners.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide [Page 16](#))

Incumbent	_____	_____	_____
	Name	Signature	Date
Manager	_____	_____	_____
	Name	Signature	Date
Division Director/ADM	_____	_____	_____
	Name	Signature	Date