

**TITLE: PARK MAINTENANCE CREW LEAD**

**CLASSIFICATION: MAINTENANCE SERVICE WORKER 3**

**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 Crew Lead 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 Crew Lead falls under the following organization:

- MINISTRY: FORESTRY AND PARKS**
- DIVISION: PARKS**
- BRANCH: REGIONAL OPERATIONS**
- WORK UNIT: GEOGRAPHIC REGION/AREA/DISTRICT**

**JOB OVERVIEW**

The Park Maintenance Crew Lead performs year-round public-facing park maintenance work 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 by Alberta Parks.

The Park Maintenance Crew Lead supports the Park Maintenance Supervisor and/or District Maintenance Lead by assisting with supervision of seasonal park maintenance workers. This includes providing support with training seasonal staff and assisting with supervision of projects and staff. Core duties include performing park maintenance activities (site, vehicles and equipment), and operating light or medium sized equipment (as trained). The Park Maintenance Crew Lead may be the sole responsible maintenance staff person at a smaller park/worksite.

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. Ensuring that all equipment and fleet vehicles are maintained to required standards in order to ensure safe and efficient operation by:

- Coordinating and/or performing repairs and preventative maintenance of equipment and vehicles as required to ensure safe and efficient operation.
- Ensuring that all tools and equipment are inventoried and accounted for
- Assisting with equipment inspections as required.
- Identifying equipment replacement/acquirement needs to supervisor to allow for budgeting

3. Assisting with onboarding, training and supervision of seasonal park maintenance staff:

- Supporting onboarding of seasonal maintenance staff by providing orientation and task specific training.
- Monitoring and evaluating work being performed by staff to ensure required quality standards are being met and implementing corrective measures if required. Provide direction, instruction, and coaching as needed to rectify any observed safety, quality or process deficiencies.
- Reporting ongoing or safety sensitive performance concerns to supervisor and supporting the supervisor with implementing corrective actions.
- Providing input for monthly staff scheduling and priority setting.
- Covering off supervision duties for Park Maintenance Supervisor days-of-rest and vacation.
- In some cases the Park Maintenance Crew Lead may also be formal supervisor of other MSW1 and MSW2 staff at a work site.

4. 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.
- Troubleshooting and performing basic maintenance tasks on water distribution pumps, pipes, and valves.
- Coordinating the timely removal and disposal of wastewater from various holding tanks.

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

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| <b>Career Group:</b> | <b>Job Class:</b> | <b>Job Stream:</b> | <b>Occ Code:</b> | <b>Revised Date:</b> Dec 2022 |
|                      |                   | Bargaining Unit    | Job Code:        |                               |

- 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

6. 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.
- Providing worksite health and safety training and orientations for other staff onsite

## **JOB REQUIREMENTS**

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

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

2 Years Directly Related Experience including supervisory experience is required.

- Strong leadership skills and the ability to work with diverse staff and contractors
- Ability to operate light, medium and heavy equipment and various tools
- Working knowledge of plumbing, electrical, carpentry, and mechanical systems
- Knowledge of Occupational Health and Safety legislation, policy, and guidelines
- Well-developed organizational and time management skills.
- Good written and verbal communication skills
- Knowledge of and ability to use computers, mobile devices and apps.
- Knowledge of contracting process and ability to supervise contractors
- Valid First–Aid certificate
- WHMIS

Valid Class 5 driver’s license.

## **BEHAVIOURAL COMPETENCIES**

Creative Problem Solving- Level B

- Focuses on continuous improvement and increasing breadth of insight:
- 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

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

Career Group:

Job Class:

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- 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 B

- Seeks out learning and knowledge-sharing opportunities:
- Reflects on performance and identifies development opportunities
- Takes initiative to stay current
- Shares with the team even when not asked
- Actively coaches and mentors direct reports

