

## New

Ministry Forestry and Parks
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### Describe: Basic Job Details

#### Position

Position Number		Working Title (30 characters) Recreation Coordinator	
Requested Class			
Job Focus Operations/Program		Supervisory Level 01 - Yes Supervisory	
Business Unit	Dept ID	Program Code	

#### Employee

Employee Name (or Vacant)
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#### Organizational Structure

Division, Branch/Unit Lands, Lands Delivery & Coordination/Recreation		<input checked="" type="checkbox"/> Current organizational chart attached?
Supervisor's Position Number	Supervisor's Working Title (30 characters) Recreation Specialist	Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

<p>Why the job exists:</p> <p>Reporting to the Recreation Management Specialist, the Recreation Coordinator provides technical and operations support in the day-to-day implementation and delivery of services and programs to Alberta Environment and Parks, <b>including supplies, services, and capital equipment procurement</b>, and project management services from project initiation through contracting, construction and close-out on numerous projects of varying size, cost, and complexity. The focus of support is on efficient operation, repair, refurbishment and expansion of day use, campgrounds, trail heads, water and wastewater systems, roads, trails, bridges, secondary utilities and other recreational related infrastructure within the region.</p>
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#### Responsibilities

<p>Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities (<a href="#">sample policy research job</a>):</p> <p><b>Ensure overall sustainability of public land.</b></p> <ul style="list-style-type: none"> <li>· Refer to legislation, policy, directives, guidelines, etc., when planning project work.</li> <li>· Understand the legislative and regulatory requirements to ensure project work is compliant.</li> <li>· Evaluate which best management practices to be applied for projects</li> <li>· Develop project documents for referrals to applicable government programs</li> </ul>
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**Manage professional services contracts within budgets, policies and procedures to ensure all projects are designed effectively and in accordance with applicable professional standards.**

- Provide project management services per Department procedures.
- Coordinating and directing contracted consultants to undertake feasibility studies, concept designs, detailed designs, tender documents and specifications, construction monitoring and project management for recreation and access infrastructure, and determining options for trail stream crossings.
- Identify project scope, create Project Charters and Request for Quotes (RFQ's) or Request for Proposals (RFP's) where required for assigned projects.
- Receive and evaluate bid submissions and make selection recommendations to the Recreation Specialist.
- Coordinate with internal programs and make recommendations to the Recreation Specialist.
- Coordinate the review of all associated drawings, plans and documents produced and ensure deliverables received and submitted as appropriate in 1GX.
- Enforce contractor and consultant adherence to contract documents, specification, schedules and procedures.
- Prepare and maintain construction progress reports and final acceptance of projects.
- Coordinate and provide overall management of scope, cost and schedule on all identified projects using effective planning, tendering and contracting processes.
- Provide overall contract and project management on assigned projects as per the contracting process and project management process.
- Ensure appropriate approvals are in place prior to construction.
- Ensure all required project management and financial info entered into 1GX.

**Support public land volunteers.**

- Support the Recreation Specialist in prioritizing field project priorities with volunteers and partner organizations.
- Field support for volunteers, partner organizations, and stakeholders working on projects supporting public land recreation including trail development and maintenance, and associated infrastructure works.
- Liaise with partners, staff and key volunteers in planning recreation and associated environmental reclamation/restoration projects.
- Provide field assistance to volunteers based on annual project agreements.
- Provide oversight during “direct to Crown” activities.
- Assist in annual program reporting

**Operate and maintain recreation infrastructure such as day use, campgrounds, trailheads, water and wastewater systems, roads, trails, bridges, secondary utilities and other recreational related infrastructure within the region.**

- Conduct condition assessment on Government-owned infrastructure.
- Compile inventory and inspection data within Region.
- Evaluate condition assessments and making recommendations to replace/repair defective infrastructure.
- Provide insight and recommendations for proposed solutions and the cost and complexity of their construction, maintenance and operation.
- Provide recommendations for major upgrades to sites, facilities, trails, and bridges within the region based on observed user patterns and history.
- Review and provide input to design consultants regarding tender quantities, cost estimates, unit pricing and budget

for contract pricing.

- Enforce contractor and consultant adherence to contract documents, specification, schedules and procedures.

**Supervision of the maintenance service workers to ensure delivery of on-the-ground operations and maintenance program delivery, including annual hire, training, evaluation, and supervision of required seasonal positions.**

**Other duties as assigned.**

- Including but not limited to supporting other Department programs as required to address regional priorities and emerging issues.

**Problem Solving**

Typical problems solved:

- 1) Ensuring projects adhere to legislation and policy and adapting them otherwise
- 2) Logistic and timing issues for changing conditions and timing of projects
- 3) Conflict with and among volunteer groups, stakeholders and industry for delivery of projects

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:

- 1) Projects not done in time and/or financial costs
- 2) Erosion of relationships and loss of trust

**Key Relationships**

Major stakeholders and purpose of interactions:

Communicate professionally and effectively with a wide range of internal and external stakeholders, including departmental staff, contractors, professional consultants, 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, meetings, workshops, seminars, and conferences.

**Required Education, Experience and Technical Competencies**

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Engineering	Other	
If other, specify: Civil engineering and construction (CET).			
Job-specific experience, technical competencies, certification and/or training: Working knowledge and being able to interpret and implement relevant Legislation: Public Lands Act, Public Lands Administration Regulation, Recreation Access Regulation, Forests Act, Timber Management Regulation, , Forest Reserves Act, , Alberta Environmental Protection and Enhancement Act., Forest & Prairie Protection Act & Regulations, Occupational Health & Safety Act & Regulations, Transportation of Dangerous Goods Act & Regulations, Freedom of Information and Protection of Privacy Act, The Water Act, Wildlife Act and regulations, , and numerous others. <ul style="list-style-type: none"><li>· Ability to read record plans and construction and as-built drawings.</li><li>· Understanding of civil construction methods.</li><li>· Ability to read and interpret legal plans and construction drawings</li><li>· Knowledge of performance and maintenance characteristics of construction materials.</li><li>· Knowledge of technical standards and industry practices</li></ul> Constantly explore utilization of the latest technologies, methods, equipment and practices to achieve operation, performance and contracting, tendering and construction requirements. This position requires creativity and innovation to solve numerous complex problems. <ul style="list-style-type: none"><li>· Familiarity with project management and contract administration practices, project management techniques and</li></ul>			

contract law.

- Understanding for site and climatic impacts on building requirements.
- Knowledge of and ability to identify key vegetation types, soils, wildlife, weeds, land classification, water body classification, weather systems.
- Working knowledge and application of Departmental Policies and Procedures.
- Ability to communicate effectively and collaborate with other professionals, contractors, consultants and local authorities is mandatory. The ability to coordinate a broad range of tasks simultaneously and within rigid time frames, along with the ability to manage issues, recognize, analyze and resolve problems effectively.
- Assess and prioritize the large number of tasks to achieve departmental goals. Must demonstrate good organizational skills and be adaptable and flexible when dealing with rapidly changing workload priorities.
- Strong interpersonal and verbal/written communications skills to develop and maintain relationships with a variety of clients and stakeholders.
- Computer literate in word-processing, spreadsheet, 1GX, GPS (InREACH).
- Ability to operate all manner of ATVs and 4x4 trucks in an off-highway capacity.
- Technical skills including orientation, map reading, photo interpretation, compass reading, GIS.
- Comfortable working alone and in isolated, remote mountainous environments

### 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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	Public land is multiple use, busy and also has poor access. Conditions change and there are always more users. Therefore, even the best laid plans change and always need to be adaptive. This often requires engaging multiple parties to find solutions.
Drive for Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Works to remove barriers to outcomes, sticking to principles: <ul style="list-style-type: none"> <li>• Forecasts and proactively addresses project challenges</li> <li>• Removes barriers to collaboration and achievement of outcomes</li> <li>• Upholds principles and</li> </ul>	Work is project-based and completed projects are the ultimate outcome. Therefore, being aware of challenges and addressing them in advance is key to finishing on time and budget.

		confronts problems directly • Considers complex factors and aligns solutions with broader organization mission	
Agility	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Proactively incorporates change into processes: • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices	Working on public land in the backcountry under a multiple use paradigm means one has to be responsive to changing conditions. Whether, its wildfire, new coal exploration, or simply the public disagreeing with government work. Agility to change and adapt is essential.
Build Collaborative Environments	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Involves a wide group of stakeholders when working on outcomes: • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes	Public land is multiple use by mandate and therefore almost any work requires coordination at least, and often collaboration. Collaboration may occur among different programs working on similar outcomes in the area, or with industry partners for effective outcomes.

### Benchmarks

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

### 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