



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Parks Maintenance Officer	
Position Number	Community	Division/Region
63-9017	Yellowknife	Tourism and Parks/ North Slave

PURPOSE OF THE POSITION

This position is responsible for ensuring that all park facilities are maintained in safe and operational condition by inspecting, reporting and performing regular or corrective measures, either by hands-on or contracted means.

This position also assists in the provision of contractor supervision, information services and compliance duties in support of the Parks program.

SCOPE

The position is located in Yellowknife but spends the majority of their time at one of four campgrounds or seven day-use areas. Fred Henne Territorial Park, the largest territorial park, is located within Yellowknife off a major highway. The balance of campgrounds and day-use areas are along the Ingraham Trail extending 60 km from Yellowknife and one park is outside of Behchokò along Highway 3.

The position supervises work for a crew of up to four people and assists in monitoring ongoing Operations and Maintenance contracts and construction contracts within the parks.

The position impacts an annual budget of upwards of \$250,000; ensuring the North Slave parks are efficiently maintained to a high standard to ensure a safe and pleasant visit by park users. The position can have a large impact on visitors and contractors. Positive visitor experience is influenced, in large part, by consistently well-maintained park infrastructure and landscape. A good working relationship with contactors and an understanding of park standards is needed to ensure compliance and quality delivery of goods or services. The position reports to and is



guided by direction from the Regional Parks Development Coordinator on a daily basis.

RESPONSIBILITIES

1. Inspects and maintenance of building structures and components, signage, trails and related infrastructure and all other North Slave Parks' assets to ensure they are in safe and operational condition by:

- Inspecting parks infrastructure, playground equipment and corresponding park facilities pre-season, in-season and post-season to determine safety concerns and maintenance requirements. Incumbent reports deficiencies to the Regional Parks Development Coordinator.
- Developing work plans to ensure resources are identified and efficiently assigned to field staff.
- Meeting with Regional Parks Development Coordinator to communicate maintenance plans, update on project status and to approve planned spending.
- Prioritizing projects to ensure the priorities/needs of each park are dealt with in a timely fashion i.e. safety issues and operational concerns.
- Procurement of materials and supplies.
- Providing technical advice regarding expected maintenance requirements on proposed new infrastructure acquisitions.
- Attending and contributing to planning meetings regarding maintenance priorities.
- Park maintenance includes: design and execution of construction and renovation projects, trail maintenance, fire smarting, dewatering, painting, seasonal dock and buoy installation and removal, snow plowing and minor road and campsite maintenance.

2. Ensure North Slave park equipment is properly maintained, available and safely used.

- Oversee safety program for field staff and contractors, safety certification requirements, delivering daily 'tool box' safety meetings, safety planning and oversight.
- Completing Incident Reports and Property loss Reports to Risk Management as required.
- Complies with Occupational Health and Safety requirements for safe use of equipment, Personal Protective Equipment use, and actively promoting work safety culture.
- Inspecting park vehicles and other equipment to determine maintenance requirements.
- Coordinating equipment repairs in a timely fashion to ensure safe operation.
- "Tagging out" unsafe equipment.
- Ensuring proper seasonal storage and maintenance of tools and equipment.
- Maintaining an inventory of park equipment and their maintenance records.



3. Assist with project planning, design, construction and contract compliance

- Monitors contractor compliance with WSCC Codes of Practice, National and Municipal Building Codes and reports to the Regional Parks Development Coordinator when in default.
- Participates in planning meetings regarding upcoming contracted projects.
- Provide technical advice and assistance to contractors, consultants, and other GNWT departments.
- Assists in tendering construction contracts by attending meetings and providing advice regarding scope, budget and schedule.
- Participates in the GNWT capital planning process by providing technical and project management advice.
- Participates in consultation with communities, user groups and other stakeholders.

4. Presents a positive image for NWT parks to the public to promote the use, enjoyment and protection of parks and campgrounds, and encourage tourism.

- Demonstrate public relations skills.
- Ability to present a positive image for NWT Parks.
- Participates in the planning and support of park activities and services.

5. Monitors park users' activity to ensure that parks are being used in accordance with the *Territorial Parks Act and Regulations*.

- Documenting inappropriate activity and damage of park assets and notifying Parks Officers.
- Providing advice to improve security and safety of the park environment, assets and users.

WORKING CONDITIONS

Physical Demands

The position is subject to unusual physical effort lifting loads up to 70 lbs, walking long distance is required when inspecting parks, trails and facilities, and working in unusual physical positions (i.e. climbing, crawling under buildings, working from heights and enclosed spaces).

Environmental Conditions

The position operates for up to 50% of the work shift in isolation. Incumbent may be exposed to unpleasant and hazardous materials and works in all weather conditions.

Sensory Demands

No unusual demands.



Mental Demands

Travel and isolation can disrupt homelife and routine.

KNOWLEDGE, SKILLS AND ABILITIES

- Understanding basic building/construction techniques and safety protocols.
- Knowledge of project management: planning, scheduling, construction and compliance.
- Ability to safely use equipment for maintenance (e.g. chainsaw, hand tools, skid steer, carpentry tools, auger, hammer drill). Specialized training may be required for some situations and equipment.
- Ability to work in an office environment using Microsoft Office Suite or equivalent.
- Attention to detail related to maintaining parks aesthetics.
- Public relations skills; ability to present a positive image for NWT Parks.
- Ability to prioritize work;
- Ability to listen and respond positively in all client situations;
- Leadership and supervisory skills to direct a small crew.
- Interpersonal skills to diffuse potentially tense situations (e.g. failure of contractor to meet contract or safety obligations).
- Ability to physically perform requirements of the position.
- Up-to-date Standard First Aid and CPR/AED training.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Degree or diploma in a related trade or maintenance program and one year of relevant experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

This position requires a Northwest Territories Class 5 Driver's Licence.

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)



- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

- French preferred

Indigenous language: Select language

- Required
- Preferred