



IDENTIFICATION

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

PURPOSE OF THE POSITION

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

SCOPE

The position is located in Yellowknife but spends the majority of their time at one of three campgrounds or seven day-use areas. Fred Henne Territorial Park, the largest territorial park, is located close to Yellowknife off a major highway. The balance of parks and day use areas are within 60 kilometers of Yellowknife along the Ingraham Trail. Residents of Yellowknife and the Northwest Territories (NWT) and visitors from southern Canada, the United States and other countries use the parks and day use areas. Contractors operate the parks and day use areas, and associated facilities, which are owned by the Government of the Northwest Territories (GNWT).

The position supervises work crews and coordinates the work of contractors, either by direct hire or indirectly through the Department of Infrastructure.

The position impacts on a budget of between \$100,000 - \$250,000; ensuring the North Slave parks are maintained orderly and efficiently to ensure a pleasant visit by parks users. The position can have a large impact on visitors and contractors. Visitor experiences, good or bad, will be in part to a well maintained park. A good working relationship with contractors is essential in park maintenance.

The position is responsible for ensuring parks facilities are ready for opening (pre-season), ongoing operations and shutdowns (post-season).

The position is guided by general direction from the Regional Parks Development Coordinator on a daily basis.

RESPONSIBILITIES

1. Ensure North Slave parks are maintained to enable the visiting public to have a safe and enjoyable stay.

- Inspecting parks, playground equipment and corresponding facilities pre-season, in-season and post-season to determine maintenance requirements.
- Developing work plans to ensure resources are identified and efficiently assigned.
- Prioritizing projects to ensure the priorities/needs i.e. safety issues, operational concerns of each park is dealt with in a timely fashion.
- Determining the best option to complete each maintenance project. These options could include using the Department of Infrastructure, a contractor or work crews, including forest management crews or corrections crews.
- Procuring materials and supplies.
- Following up each project to ensure it is completed in an efficient and timely fashion.
- Preparing mid-season reports to ensure projects and budgets are on target.
- Preparing post-season reports with projects status and suggested improvements and listing materials required.
- Preparing Property Loss Reports to the Department of Finance (Risk Management).
- Reviewing capital-related infrastructure plans for comments on long-term maintenance.
- Monitoring park contractors to ensure a clean and safe environment.

2. Ensure North Slave park equipment is properly maintained.

- Inspecting park vehicles and other equipment to determine maintenance requirements.
- Ensuring equipment repairs are done in a timely fashion to ensure safe operation of vehicles.
- Ensuring proper placement and upkeep of equipment during operation season.
- Maintaining an inventory of all park equipment and facilities.
- Signing out and return of any park equipment.

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

- Ensures consultant and contractor compliance with building codes and the GNWT technical standards and guidelines and advises when action should be taken when in default.
- Provide technical advice and assistance to consultants, contractors, local suppliers and other GNWT department liaisons.

- Assists with the tender of construction contracts and carries out construction management activities, including attending meetings, verification of project scope, budget and schedule.
 - Participates in the GNWT capital planning process by preparing the required documentation and 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 users and the general public to promote the use, enjoyment and protection of parks and campgrounds and to encourage tourism in accordance with the mission of the department.**
5. **Monitors parks activity to ensure that parks are being used in accordance with the *Territorial Parks Act* and regulations.**
- Documenting all inappropriate activity.
 - Notifying the Park Officers of activity and passing on documentation.
 - Provide advice to improve security of the park environment, assets and patrons

WORKING CONDITIONS

Physical Demands

The position is subject to unusual physical effort (lifting heavy objects, such as picnic tables) on average once a day for two hours. Walking is required when inspecting parks and facilities.

Environmental Conditions

The position operates for 50 percent of the work shift in isolation of others. Although the position is connected electronically to assistance, that assistance may be an hour away, depending on the patrol or inspection location.

The position may be exposed to potentially hazardous situations when interacting with confrontational clientele or wildlife encounters.

The position works in all weather conditions. This presents potentially hazardous situations (e.g. slippery and unpleasant conditions due to ice and snow, extended exposures to direct sunlight).

The position will be required at least once per year to visit remote locations assessable only by boat, canoe, ATV, snowmobile, airplane or helicopter to inspect and maintain facilities. Travel may require camping on the land.

Sensory Demands

No unusual demands.

Mental Demands

Occasional overtime is required.

KNOWLEDGE, SKILLS AND ABILITIES

- Certificate in a trade or apprenticeship discipline or equivalent experience.
- Understanding of basic building construction techniques, safety and standards.
- Knowledge of project management planning, scheduling, construction and compliance.
- Certificate in playground equipment inspection or equivalent experience.
- Class 5 Drivers License.
- Knowledge of northern and wilderness parks and campground operations and regulations i.e. Parks, Wildlife, Forestry and Fisheries Acts to perform public relations duties and monitor contractor operations.
- Ability to use equipment (e.g. Chainsaw, hand tools, tractor) for minor maintenance.
- Public relations skills and abilities to present a positive image for NWT parks.
- Knowledge of selected leadership and supervisory skills to supervise.
- Interpersonal skills to diffuse tense situations (e.g. failure of contractors to meet contract obligations).
- The incumbent requires good physical health to perform minor maintenance duties.
- The position requires a First Aid certificate plus CPR (cardiopulmonary resuscitation)
- A satisfactory criminal record check is required.
- Must possess a valid Class Five Northwest Territories Driver's Licence.

Typically, the above qualifications would be attained by:

Completion of Grade 12 and a post-secondary certificate or diploma in a trade or maintenance program and a minimum of three years' experience in general maintenance and or construction. The position requires an Northwest Territories Class Five Driver's Licence.

ADDITIONAL REQUIREMENTS

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