



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Seasonal Parks Officer	
Position Number	Community	Division/Region
63-9088	Inuvik	Tourism and Parks/Beaufort Delta

PURPOSE OF THE POSITION

The position oversees the daily operations of the Beaufort Delta Region (BDR) park facilities within the context of the *NWT Parks Act and Regulation* and the park operational contracts let by the department to ensure the effective delivery of services to parks users.

SCOPE

Reporting to the Manager, Parks and Tourism, the position has direct impact on how the department is perceived as a tourism and recreation destination by tourist and residents. The successful application of the responsibilities in the position results in an efficient and secure park operations whereby park users needs are met.

RESPONSIBILITIES

- 1. The incumbent will enforce the *NWT Park Act and Regulations* in accordance with the statutory provisions and ITI policy and procedures in order to protect the park, campground environments and facilities and promote a positive and safe camping experience for all tourists/park users:**
 - Obtains and maintains a current copy of the *NWT Parks Act and Regulations*.
 - Stays certified in Officer training offered by the department.
 - Wears a Park Officer uniform and assigned protective gear while on duty.
 - Informs park users of acceptable conduct within Territorial parks in accordance with governing authorities.
 - Interprets the provisions of governing authorities to deal with emerging situations in a safe and timely manner.

- Enforces governing authorities by issuing warnings, ticketing and charging offenders to correct behavior and promote a safe and enjoyable environment for all campground users.
- Completes and files incident reports in a timely manner in a format determined by the department.
- Is responsible for the proper storage and security of evidence.
- Provides information about incidents to Crown Prosecutors and gives evidence in court.
- Works collaboratively with other enforcement and emergency response authorities in exceptional or emergency situations within park boundaries.
- Monitors and reports problem wildlife to the proper authorities in a timely manner.
- Participates in the periodic reviews of legislative and enforcement programs implemented in the parks.

2. Inspects and evaluates park facilities against contractual agreements and ITI standards to ensure safe, protected and functioning facilities for the public

- Obtains and maintains a current copy of park operational contracts.
- Performs routine inspection activities; completes and submits completed reports in a format determined by the department.
- Report to the contractors monthly on their performance of their contracts.
- Report monthly and annually to the Manager, Parks and Tourism on the performance of the operational contracts and make recommendations as to any improvements consider necessary.

3. Obtains, issues and accounts for park use permits and the collection of revenue from permits sales:

- Obtain, maintain and distribute to park contractors Park User Permits.
- Inventory and account for the receipt, distribution and use of park permits through a procedure defined by the department.
- Conduct sample testing of park permits sales against park use through observations during routine facility inspections. Report discrepancies to the Manager, Parks and Tourism.
- Collect monthly the contractors invoice along with copies of park permits and revenue collected. Return to the Manager of Finance.

4. Implements, tracks and reports park facility maintenance:

- Maintains a current inventory listing of Park equipment.
- Purchases required per-authorized equipment and does minor maintenance on park facilities as and when required.
- Prepares and maintains a list of required maintenance work to be completed.
- Prepares and submits Minor Work Requests to Department of Infrastructure – Maintenance Division.
- Tracks maintenance work and expenditures on park facilities using a computerized spreadsheet.
- Maintains the log of vehicle use and expenditures.

5. Participates in park programming and awareness:

- Participates in the organization and delivery of the interpretive programs and promotional events.
- Assists in the setup, dismantling and storage of interpretive exhibits at visitor centres and parks.
- Create program awareness by representing the department and NWT Parks in events such as National Parks Day, Career Day, etc.
- Provide travel counseling services at the regional visitors as when required.

WORKING CONDITIONS

Physical Demands

The position involves travel to each of the parks and carrying promotional materials and exhibits and working with power tools in the minor maintenance of park facilities. On occasion, the position involves extraordinary hours due to travel. Travel to parks 5 days a week between 4 and 8 hours per day. Inspecting parks facilities by walking and climbing 4 days a week for 1-6 hours per day. Hauling and lifting 1 time per week for 3 hours per day. Working with power tools 2 times a week for 3 hours per day.

Environmental Conditions

The use of power tools and equipment presents the possibility of injury if not properly used and without proper protective gear. Use over a long duration can have an adverse effect on persons hearing. Poor air quality 5 days a week for 2-3 hours per day. Noise and injury from equipment 2 times a week 3 hours per day. Occasional adverse weather conditions. Random encounters with wildlife.

Sensory Demands

Eye and tendon strain daily for 2-4 hours per day through the use of computer equipment. Noise from use of motorized equipment without hearing protection 2 times a week for 3 hours per day.

Mental Demands

Stress and physical threat from disgruntled campground users, 1 hour per day two times a month. Stress from dealing with non-compliance by park users 1 to 2 hours per day once a month. Contractor-Client disagreement 1 to 2 hours per day once a month.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of enforcement theory and techniques to perform enforcement responsibilities. Which include Judicial Process, Basic Law Enforcement and Communication, Verbal Judo and Defensive Tactics/OCS.
- Ability to interpret legislation, regulation and policy to assess and carryout appropriate enforcement activities in carious situations.
- Understanding and implementing the Parks Officer Manual in its latest version.
- Ability to assist in investigations according to procedures and submit evidence.

- Knowledge of the Territorial parks and campground operation and regulation to perform public relations duties and monitor contractor operations.
- Ability to participate the delivery of interpretive programs and public events.
- Ability to operate mobile equipment. (e.g. vehicles, motor boat, etc.) in a safe and effective manner.
- Ability to use equipment (e.g. Chain saw, brusher, hand tools, etc.) as required for minor maintenance.
- Public relations skills and abilities to present appositive image for tot the NWT Parks.
- Interpersonal skills to diffuse tense situation (e.g. Enforcement where park users are intoxicated, etc.)
- Knowledge of computer software including word processing, spreadsheet, database, and communications applications
- Ability to work in a team environment.
- Knowledge and ability to work in a multi-cultural environment

Typically, the above qualifications would be attained by:

- Successful completion of/or equivalency of Grade 12.
- Completion of/or intention to complete enforcement training.
- The incumbent requires good physical health to perform enforcement and minor maintenance duties.
- A satisfactory Criminal Records Check
- The incumbent must be eligible for statutory appointment as a Peace Officer under the *Territorial Parks Act*.
- Equivalent combinations of education and experience will be considered

ADDITIONAL REQUIREMENTS

Position requires a Class 5 driver's license.

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