Position Description

Job Title: Park Operations Worker

Reports to: Supervisor, Warsaw Caves Conservation Area & Campground or Supervisor, Selwyn Beach Conservation Area

Purpose
Responsible for the day-to-day park operations including: maintenance of the park, camp-sites and buildings. In addition may be required to assist with gatehouse operations.

Primary Responsibilities (This is not an exhaustive list)
- Park and campground maintenance activities including washroom cleaning, campsite cleaning, grounds keeping, and general grounds maintenance (trails, beach and swimming area, picnic areas, pavilion, campsites and waste/recycling activities
- Basic repairs to buildings, furniture, and other elements of park infrastructure as required
- Routine maintenance of equipment and tools
- Provide good customer service and problem solve for visitors as required
- Follow established security practices that as assigned
- Regular communication with park supervisory staff of ongoing park operations and any other issues
- Participate in orientation and training programs as required
- Assist with park activities / events when required
- Assist with general gatehouse operations as required

Skill
- Experience with grounds maintenance tasks and the operation of equipment such as lawn mowers, weed eaters, side-by-sides, power/manual tools, etc. an asset
- Able to perform manual labour
- Basic computer skills, experience with Microsoft Excel, Outlook and Word is required
- Effective communications and customer service skills, comfortable in dealing with the general public
• Self-motivated, able to work effectively as part of a team and also able to work independently and with minimal supervision while prioritizing tasks at hand
• Valid Ontario Class G driver’s license, clean driving record and drivers abstract is required
• Criminal/Vulnerable sector check required
• First aid and CPR certification an asset
• Chainsaw certification is an asset
• Work in compliance with the provisions of the OHSA and its regulations, as well as organizational health and safety policies and practices

Effort
• This position is weekend oriented, must be able to work all weekends and statutory holidays
• Fatigue resulting from managing multiple tasks and priorities
• Occasionally required to lift or drag up to 27 kilograms (60 pounds)
• Occasionally, traverse irregular or uneven surfaces and terrain

Working Conditions
• Working time is spent in a combination of office and field environments, outdoor work is a component of this job and the ability to work in variable outdoor environments is required
• Exposure to potentially hazardous conditions include inclement weather (i.e. high temperatures and humidity), work near watercourses and working with hazardous chemicals
• Occasionally required to extend or modify hours of work in response to high/low visitor volumes, emergencies, attendance at training sessions or other work related meetings
• Occasionally, travel to other conservation areas for maintenance purposes (Harold Town, Hope Mill, Young’s Point, and other areas)