



**FRASER VALLEY REGIONAL DISTRICT
PARKS ASSISTANT- Full-Time (Time-Duration)
2 Positions
Competition #2013-08**

The Fraser Valley Regional District is inviting applications from qualified candidates to fill a full-time (time-duration) position of Parks Assistant. The term of this position will be from approximately April 2013 to October 2013.

The Parks Department runs 7 days a week during this time frame, and the Parks Assistant will be assigned 5 days which may include Saturday and Sunday, and some statutory holidays, with 2 days off during the week. The regular hours of work are 7.5 hours per day, scheduled between 6:00 a.m. and 9:00 p.m.

Working with the Parks Technicians, the Parks Assistant will perform a variety of duties including routine maintenance of the grounds and buildings (janitorial duties, minor carpentry/construction, painting), grooming and building trails within the parks, do safety inspections and enforce rules for safety and security, providing information to the public, and may include coordinating/conducting interpretive walk/tours.

Qualifications:

- Completion of grade 12, plus a Technical Diploma in Natural Resources Management, Biology or a related field, OR enrolment in related courses and experience.
- Good computer skills, preferably with experience in Microsoft Office.
- Experience with general carpentry, and power tools is preferred.
- Excellent communication, presentation and public relations skills, with the ability to deal with conflict situations effectively.
- Must be possession of a valid Driver's Licence for the type of Fraser Valley Regional District vehicle being driven.

There will be on the job training for specific knowledge and skills requirements.

The start rate for this Union position is \$16.92 per hour (\$15.35 plus 10.2% in lieu of benefits), and upon successful completion of the 3 month probationary period the wage will increase to \$19.90 per hour (\$18.06 plus 10.2% in lieu of benefits). Overtime is paid when applicable.

If you are interested in applying for this position, please submit a detailed resume, along with a cover letter, indicating how you meet the qualifications. Please quote Competition #2013-08 and send, in confidence, by 4:30 p.m. on March 7, 2013 to:

jobs@fvrd.bc.ca or mail to:

Fraser Valley Regional District
Human Resources Department
45950 Cheam Avenue
Chilliwack, BC V2P 1N6

or fax confidentially to: 604-702-5461

FRASER VALLEY REGIONAL DISTRICT

CLASS DESCRIPTION

February 2012

1. **CLASS TITLE:** Parks Assistant – Time Duration
2. **PAY SCALE:** Pay Group 502
3. **DIVISION:** Regional Programs
4. **DEPARTMENT:** Parks
5. **ORGANIZATIONAL RELATIONSHIPS:**
 - (a) Reports to: Manager of Parks
 - (b) Supervises: No staff supervision
 - (c) Coordinates with: Parks Technician and members of the public
6. **GENERAL ACCOUNTABILITY**

The incumbent either assists with efficient operation of the FVRD regional parks by performing routine park maintenance and park safety/security checks, or assists with the Park Interpretive Programs and environmental projects at the FVRD regional parks. Working closely with the Parks Technician, assignments and responsibilities are performed under supervision of the Manager of Parks, and performance is evaluated by the Manager of Parks.
7. **JOB DUTIES AND TASKS:**

Assists the Parks Technician as directed:

In Parks Operation:

 - inspects parks, facilities and services for safety and cleanliness, and performs various and routine park maintenance duties including grounds and building maintenance, trail maintenance and construction, minor carpentry/construction and painting;
 - assists in assessment of facilities and infrastructure in parks;
 - assesses and recommends signage and information requirements;
 - assists with problem wildlife issues and investigating complaints from the public

In Parks Resources:

- assists with the organization and development of the Park Interpretive Programs;
- coordinates and conducts interpretative walks/tours for school children;
- assists with filming in Regional Parks
- assists with environmental, resource and conservation related projects;
- does research and creates resource material, pamphlets and brochures;

In both Operations and Resources:

- enforces rules for safety and security in parks;
- carries out safe work practices and adheres to safety regulations
- prepares documentation and maintains electronic & manual records
- performs other related duties as assigned.

8. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Completion of grade 12 supplemented by either a Technical Diploma in Natural Resource Management or a related field, or enrolment and some course work in a related field plus some experience.
- Good computer skills, preferably with experience in Microsoft Office.
- Experience with general carpentry, construction and painting is desirable, with ability to safely handle equipment such as lawnmowers and grass trimmers
- Physically fit and able to work outdoors in all types of weather.
- Able to work independently with minimal supervision and work well as part of small team.
- Excellent communication skills including presentation and conflict resolution skills, with ability to express thoughts and ideas clearly and communicate effectively with members of the public and co-workers, and write in a clear and concise manner.
- Strong written communication skills which includes the ability to express thoughts and ideas clearly
- Good public relations skills with the ability to deal diplomatically with the public using a courteous and tactful, yet firm manner.

- Must genuinely enjoy interacting and participating in activities with children, and engaging with them to provide an experience that is fun.
- Must be prepared to work flexible hours which will include evenings and weekends and statutory holidays during the peak summer season.
- Must be in possession of a valid Driver's Licence for the type of Fraser Valley Regional District vehicle being driven.

9. **WORKING CONDITIONS:**

The incumbent shall be employed as a Time-Duration employee. The hours of work shall be any combination of days from Monday through to Sunday as scheduled, not to exceed 37.5 hours per week. The regular hours of work shall be scheduled anytime between dawn and dusk and shall not exceed 7.5 hours in any one day, including ½ hour for lunch. The incumbent on occasion may be required to work overtime as authorized. The incumbent will be required to travel in the performance of duties and will be authorized the use of an FVRD vehicle for this.

RECORD OF CHANGES:

February 2013 – Change in reporting structure