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EMPLOYMENT OPPORTUNITY

COMPETITION NO.:	10/88	PN: 40003242
SERVICE AREA:	Parks & Community Services (Regional Parks)	
POSITION:	TECHNICIAN 1 (Parks Operations Technician)	
PAY GRADE:	12A	
SALARY:	\$25.98 - \$27.57 per hour	
HOURS OF WORK:	80 hours bi-weekly	
STATUS:	Regular Full-time	

SUMMARY:

Reporting to the Supervisor of New Initiatives and Program Integration, the Park Operations Technician undertakes research, collects field data, analyses information and prepares reports on a range of system-wide operational programs, and supports the delivery of these programs.

This position requires a clear criminal record check. The applicant/incumbent will be required to undergo a criminal record check in order to work in this position and to report to their supervisor if any criminal charges are laid against them that may be related to their employment in this position

DUTIES & RESPONSIBILITIES:

- Coordinates the implementation of the CRD Parks Bylaw Enforcement, Hazardous Trees and Traffic Counter Programs.
- Investigates, responds to, and prepares reports on bylaw incidents.
- Communicates with various law enforcement agencies regarding CRD Parks bylaw program and bylaw infractions.
- Provides guidance on technical projects and programs related to park operations, recreation, and environmental protection.
- Provides technical input, recommendations and guidance for Park Operations programs and initiatives.
- Conducts surveys and field data collection related to park operations.
- Coordinates, collects, inputs and analyses data including the completion of reports.
- Coordinates and maintains files, data, and digital records related to operational programs.
- Prepares research and field data for presentations and presents information in a variety of forums.
- Prepares initiative specific project plans.
- Supports community development and conservation initiatives by providing input and advice on park operations.
- Collaborates with parks staff on researching and developing best park management practices and integrating those practices into operational initiatives and programs.
- Works collaboratively with internal and external stakeholders.
- Collaborates and coordinates the delivery of staff training programs.
- Prepares amendments to and oversees the application of the CRD Parks Regulation Bylaw.
- Ensures that all work is performed according to WorkSafe BC regulations and CRD Parks policies and guidelines
- Follows all policies, procedures and standards of the CRD
- Performs other related duties as required.

QUALIFICATIONS:

- A Diploma from a community college in natural resource management, geography, park and recreation management, biology or a related field plus 3 - 5 years' direct experience in a park agency or a related field, OR,
- A Degree in natural resource management, geography, park and recreation management, biology, or a related field plus 2 years' direct experience in a park agency or a related field.
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Experience in dealing with a variety of park operation matters such as fire management, bylaw enforcement, health and safety, signs, emergency response, fleet management
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel) and presentation (MS PowerPoint) software
- Experience with field data collection methods, GPS, traffic counters, digital photography, and field measurements.
- Ability to set up complex correspondence, reports, tables, spreadsheets and presentations
- Experience in delivering training programs
- Knowledge of a regional, provincial or national type park and trail system, CRD Park Master Plan and provincial laws relevant to enforcement of parks regulations
- Working knowledge of safety precautions required in the operation of park vehicles, equipment power and hand tools and fire suppression equipment
- Knowledge and understanding of WorkSafeBC practices/protocols, Workers' Compensation Act and OH&S Regulations and other relevant safety statutes.
- Good organizational, research, public relations, and time management skills
- Able to address complex issues related to visitor use and park management and operation.
- Ability to conduct research, provide analysis, and prepare clear and concise reports
- Ability to make effective written and oral presentations.
- Able to work independently and as part of a team
- Able to work well under pressure, use initiative and deliver sound practical solutions
- Able to deal with challenging situations and interpersonal conflict effectively
- Ability to provide guidance to staff
- Must possess a valid BC Driver's Licence.

Please note: This position is currently being reviewed as referenced in Article 27.01 of the CRD/CUPE Local 1978 Agreement.

APPLICATIONS:

Resumes with covering letter quoting competition number **10/88** will be received in the Human Resources Department, Capital Regional District, 625 Fisgard Street, Victoria, BC, V8W 2S6, fax (250) 360-3076, email: careers@crd.bc.ca until 4:00 p.m., **August 12, 2010**

This is a Union position. All CRD/CUPE Local 1978 applicants must submit a cover letter and current resume for this position. *The Capital Regional District wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.*

Posted **August 6, 2010**