



**NOTICE:** Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

## Job Specification

**Position Title:** ONTARIO RANGER CAMP SUPERVISOR  
**Job Code:** OPSEU - Resource Technician 3, 41104  
**Job ID:** 16194

### Purpose of Position:

As a member of the Sleeping Giant Provincial Park or ??????????????, under the general supervision of the Assistant Park Superintendent, to oversee the implementation of the Ontario Ranger work, education and recreation programs and the day-to-day administration of the Camp. To carry out maintenance and operation procedures and the safety program of the Camp.

### Duties/Responsibilities:

Duties and related tasks (what is employee required to do, how and why? Indicate percentage of time spent on each duty)

Oversees the implementation of the work, education and recreation program by:

- implementing guidelines and procedures outlined in the Ontario Ranger Program Policy Manual and 40% ensuring all camp staff read and understand said guidelines and procedures;
- scheduling the work, education and recreation programs;
- ensuring staff and Ontario Ranger crews carry out work, education and recreation projects as per the approved schedule and that associated targets are met;
- providing liaison with MNR staff to ensure coordination of equipment and staff and to confirm expectations and concerns associated with the scheduled projects;
- visiting work sites to assess the quality and volume of the work being done, that safe working conditions prevail as well as to oversee that projects are completed in a safe and professional manner;
- assisting with the selection of staff;
- making necessary adjustments/changes to the work and education schedules as conditions change and situations arise.

Oversees the day-to-day administration of the Ontario Ranger Camp by:

- providing group leadership to Ontario Rangers and camp staff;
- providing day-to-day liaison with the Ontario Ranger Program Coordinator;
- overseeing the arrival and departure of all Ontario Rangers, coordinating transportation;
- ensuring Ontario Rangers and camp staff adhere to all camp rules, taking corrective action as required;
- reporting major occurrences with recommendations for disciplinary action;
- providing written performance appraisals for all camp staff;
- providing performance appraisals for all Ontario Rangers as well as recommendations for subsequent Assistant Sub-Supervisor positions;
- ensuring wholesome and nutritious meals are prepared in adequate quantities;
- ensuring the storage of foodstuffs, preparation of meals, the use of storage utensils, garbage disposal, etc.

conforms to the Ministry of Health standards (refer to the Ministry of Health "Guidelines for Food Service Personnel" pamphlet);

- ensuring administrative/clerical recording and reporting requirements are met;
- ensuring the required Program reports are completed
- preparing budget requirement for all programs and ensuring expenditures are achieved within targets;
- preparing year-end report as per Ontario Ranger Manual and submitting to Camp Coordinator;
- administrating petty cash advance;
- coordinating leaves of absence for Ontario Rangers, ensuring proper written parental authority is obtained;
- arranging for the purchase, supply and/or delivery of meats, dairy products, staple foodstuffs, recreation equipment and maintenance supplies;
- providing "after hours" supervision as per established schedules;

- transporting crews of Ontario Rangers in a class "F" vehicle to a variety of activities.

Carries out maintenance and operation procedures at the Ontario Ranger Camp by:

- maintaining water systems and pumps as well as sending weekly water samples to the Ministry of Health

10% for coliform testing;

- ensuring all the grounds and buildings are maintained and kept in a good state of repair;
- ensuring all equipment and tools are maintained in safe and operational condition;
- ensuring there is sufficient propane, gas, etc. for camp operation and that all flammables are stored in approved containers and locations;
- arranging for maintenance and repair of vehicles and coordinating alternate transportation.

working in compliance with the Occupational Health and Safety Act and its Regulations and any workplace practices as directed by the Employer;

- ensuring that workers take precautions to protect the health and safety of themselves and others by 10% complying with such Acts, codes, policies, procedures or accepted workplace practices as may be appropriate;
- ensuring workers are advised of known hazards and the required precautions;
- instructing camp staff and Ontario Rangers on the Occupational Health and Safety Act and the WHMIS regulations that are applicable to camp facilities and the Ontario Ranger Program;
- maintaining a first aid station;
- checking fire extinguishers;
- maintaining the fire alarm system and procedures;
- ensuring dangerous materials are properly marked and stored in the appropriate places;
- ensuring protective clothing and equipment (hard hats, safety boots, gloves, etc.) are used properly and in accordance with prevailing circumstances;
- checking and testing all smoke detectors;
- maintaining the first aid kits and ensuring an adequate supply to accompany work crews;
- ensuring the safe and proper use and maintenance of vehicles, canoes, boats, equipment and tools;
- teaching safety practices to camp staff and Ontario Rangers;
- providing emergency first aid and arranging for transportation to medical facilities as required;
- observing and assessing the mental and physical condition of both camp staff and Ontario Rangers taking appropriate action where required to ensure both safe working and living environments.

Performs other related duties such as:

- assisting other members of the park team during vacation/sickness and peak workload periods;
- assisting in other ministry program areas as required; other duties as assigned.

**Knowledge:**

Good understanding of resource management principles and techniques as they apply to the operation of Ontario Ranger Camps, as well as relevant Acts, regulations, policies, procedures and guidelines. Good group leadership, organizational, judgment, decision-making, interpersonal, mathematical, and oral and written communication skills. Ability to work independently, follow and carry out instructions and work shifts, weekends and statutory holidays as per schedule. Good working knowledge of canoe tripping/camping, navigation and practices/techniques of outdoor living. Good working knowledge of water systems. Basic knowledge of building and facility maintenance. Knowledge of and ability to operate and maintain a variety of office and light equipment (e.g. lawnmowers, chainsaws, brush saws, boats, small hand tools, etc.) Physical ability to carry out functions of the position. Knowledge of and ability to use personal computers including word-processing, record-keeping, internet and e-mail software applications. Good working knowledge of the Occupational Health and Safety Act and those Regulations made under the Act that apply to the workplace and the work being performed. Good working knowledge of Ministry of Health standards applicable to preparing, serving and storing of food stuffs, meals, utensils and drinking water.

**Staffing and Licensing Requirements:**

Valid Pleasure Craft Operators Certificate. Valid Standard First Aid Certificate. Valid Class "F" Drivers License