



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: SUB SUPERVISOR
Job Code: OPSEU - Resource Technician 2, 41102
Job ID: 16956

Purpose of Position:

As a member of the Sleeping Giant Provincial Park Team, under the general supervision of the Park Superintendent and group leadership of the Ontario Ranger Camp Supervisor, to provide group leadership within the Ontario Ranger Program; perform accident prevention and safety responsibilities; and assist with the day-to-day administration and operation of the Sleeping Giant Ontario Ranger Camp.

Duties/Responsibilities:

1. Provides group leadership within the Ontario Ranger Program by:
 - taking charge of crews of Ontario Rangers and Assistant Sub-Supervisors at their daily activities within the work, education and recreation aspects of the Program;
 - providing "after hours" supervision as per established schedules;
 - 60% -transporting crews of Ontario Rangers in a class "F" vehicle to a variety of activities;
 - providing technical training and advice when faced with complicated work situations;
 - performing special assignments such as Camp Safety Officer, Recreation Day Coordinator, etc.
2. Performs accident prevention and safety responsibilities by:
 - working in compliance with the Occupational Health and Safety Act and its Regulations and any 25% workplace practices as directed by the Employer;
 - ensuring that workers take precautions to protect the health and safety of themselves and others by 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;
 - providing an example to the Ontario Rangers by always adhering to and promoting safe work practices ensuring protective clothing and equipment (hard hats, safety boots, gloves, etc.) are used properly and according to the circumstance;
 - providing emergency first aid and transportation to medical facilities as required.
3. Assists with the day-to-day administration and operation of the Ontario Ranger Camp by:
 - assisting with performance appraisals of Ontario Rangers;
 - 10% -completing clerical and reporting requirements as assigned;
 - assisting with required program reports;
 - performing minor carpentry and plumbing duties as assigned;
 - reporting any deficiencies with tools, equipment, vehicles, etc.
4. Performs other related duties such as:
 - 5% -as assigned.

NOTE: THE INCUMBENT OF THIS POSITION ASSUMES COMPLETE RESPONSIBILITY FOR THE OPERATION, MAINTENANCE AND SAFETY OF THE CAMP, STAFF AND ONTARIO RANGERS WHEN THE CAMP SUPERVISOR IS ON NORMAL DAYS OFF.

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, interpersonal, mathematical, and oral and written communication skills. Working knowledge of canoe tripping/camping, navigation and practices/techniques of outdoor living. 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.). 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. Physical ability to carry out functions of the position

Staffing and Licensing Requirements:

Ability to work independently, follow and carry out instructions and work shifts, weekends and statutory holidays as per schedule. Valid Standard First Aid Certificate. Valid Pleasure Craft Operators Certificate. Valid Class "F" Drivers License.