



## Job Specification

**Position Title:** ASSISTANT PARK SUPERINTENDENT  
**Job Code:** OPSEU - Resource Technician 3, 41104  
**Job ID:** 36695

### **Purpose of Position:**

As a member of the Wabakimi Provincial Park Team, under the general supervision of the Park Superintendent, to provide group leadership for a variety of technical duties and program responsibilities associated with the day- to-day operation of the park.

### **Duties/Responsibilities:**

- 1) Assisting the Superintendent with park operations such as maintenance, revenue collection, natural heritage education and enforcement according to provincial park legislation, regulations and procedures; providing technical guidance to assigned employees and public;
- 2) Providing group leadership to all park programs and unclassified staff and students on behalf of the Superintendent, including recommending staff hiring, assigning daily work, monitoring the quality and quantity of work, explaining work methods/policy & procedures, monitoring performance for input to performance management process, monitoring adherence to uniform policy, and training; ensuring staff compliance to the Occupational Health and Safety Requirements
- 3) Ensuring visitor satisfaction by ensuring all park facilities are operational and a high standard of public safety is maintained and through interaction with park visitors and addressing and resolving oral and written complaints, concerns, suggestions, and issues.
- 4) Coordinating the Enforcement Program by following policies and procedures and ensuring the enforcement of relevant provincial statutes by conducting Park Warden duties and directing and managing Park Wardens and other employees.
- 5) Conducting administrative duties such as preparing and updating annual operating strategies and plans, preparing administrative, financial and legal reports, and maintaining park operations within assigned budgets. Developing and ensuring completion of planned capital. regular and special maintenance projects by purchasing equipment, services and supplies. Purchasing regular park operating and store supplies.
- 7) Operating and maintaining park water treatment facility and distribution system including, conducting maintenance, testing, troubleshooting, and daily operation including conducting required monitoring, testing and other operations. Training and instructing other water treatment operators.
- 8) Performing other related duties (e.g. operating MNR radio and phone system, working variable hours and weekends as required, performing first-aid treatment and assisting in emergency services as required, maintaining data entry records & inventories in the Park Asset Management System (MAIS). Managers have the right to assign additional duties.

The incumbent shall work in compliance with the Occupational Health and Safety Act and its regulations and any workplace practices as directed by the employer. The incumbent shall ensure that workers take precautions to protect the health and safety of themselves and others by complying with such acts, codes, policy, procedures or accepted workplace practices as they may be appropriate. The incumbent shall advise workers of actual and potential dangers in the workplace and take the required precautions.

### **Knowledge:**

Job requires knowledge of park applicable resource management principles, techniques and legislation, policies, procedures and guidelines to ensure compliance and providing visitor information.

Job requires knowledge of relevant legislation, policies and procedures to conduct Park Warden Duties and lead Enforcement Program enforcing provincial statutes and by interpreting and explaining rules/procedures to employees and park visitors.

Job requires knowledge of park administration, business practices, purchasing, accounting policies, procedures and guidelines to effectively operate the park by operating within these guidelines and leading others.

Job requires knowledge of work plan procedures to track project expenditures and to ensure approved budget is not exceeded; providing input into the budget planning process to provide information about funding required for planned projects (e.g. specialized equipment costs, unit price estimations).

Job requires knowledge of commercial and corporate computer operations including CAMIS, WORD, EXCEL, POW ERPOINT, IFIS to facilitate camper registration and reservation, store operation, purchasing, word- processing. record-keeping, data base needs, and internet and e-mail correspondence and internet.

Job requires knowledge of the operation and procedures regarding park maintenance tools, equipment, duties and capital development to train and lead staff in order to meet park goals.

Job requires knowledge of park water treatment facility and distribution system operation, maintenance and testing to provide quality drinking water to park visitors and staff according to approved and appropriate legislation, policies and procedures.

Job requires knowledge of customer service standards/practices, telephone operation and etiquette to serve park clients and respond to general information requests from internal/external clients.

Job requires knowledge of the Occupational Health and Safety Act and Regulations to conduct training and workplace inspections, and to ensure all employees comply with relevant acts, codes, policies, and procedures.

**Staffing and Licensing Requirements:**

Position incumbent must obtain and maintain the following Certifications and Licenses: Park Warden Certification

Limited Surface Water Certification

Valid Standard First Aid Certificate

Valid Class G Driver`s License

**Skills:**

Job requires analytical skill to determine urgency of matters/inquiries/processes and give priority based on knowledge of subject matter or by discussing with supervisor/park staff and evaluating park needs. Job requires analytical skill to apply resource management principles and techniques and to respond to emergency situations considering urgency, implications and possible effects to ensure environmental and human protection. Job requires analytical and organizational skills to develop and implement procedures, to organize own workload to ensure assignments are completed within established time frames (e.g. enforcement reports and requisitions), and to assign work to park staff to ensure the efficient operation of the park.

Job requires arithmetic skills to accurately account for change float, track expenditures, purchasing supplies, prepare travel claims, and maintain park inventories (e.g. equipment, tools, store items, uniforms, forms.)

Job requires group leadership skills and interpersonal communication skills to provide direction to park staff by assigning work, explaining work methods, monitoring performance and ensuring continuity in services.

Job requires written and verbal communication skills to address complaints, and to clarify and explain items in detail to park visitors regarding park procedures, policies, and legislation and to conduct Park Warden duties.

Job requires the skill and physical ability to meet physical demands analysis and to pass Park Warden Certification. Job requires the skill and ability to operate tools and equipment safely and efficiently.

**Freedom of Action:**

Job requires working within applicable legislation, policies, and procedures and acting independently in performing regular Park Warden duties.

Job requires adhering to and accessing relevant Ministry policies, procedures, guidelines, directives, established practices and legislation to provide answers to inquiries and to perform tasks (e.g. park reservations policy, revenue receiving requirements, purchasing guidelines, customer service standards, and Park Warden legislation)

Job requires making decisions on own initiative (e.g. composing correspondence, issuing permits, verifying expenditures, Park Warden duties) based on questioning clients, visitors, and staff to determine validity and ensure accordance with policies, procedures, directives and legislation.

Job requires performing tasks under general supervision of Park Superintendent and works independently to establish work priorities and resolve issues within established government procedures, policies and directives.

Job requires referring to supervisor on matters of an unusual/potentially contentious nature or which represent a contravention of policies, procedures or normal business practices (e.g. contravention of park policies, irate clients, staffing issues.)