

**JOB SUMMARY**

Reporting to the Manager, Parks, the Parks and Trails Labourer assists with the maintenance and repair of the regional parks and trail systems to ensure a high standard and safe use of the facilities and amenities by the public.

**DUTIES / RESPONSIBILITIES**

- Assists with the administration of operations and maintenance contracts, including liaising with contractors
- Assists with risk management and safety inspections of parks and trails
- Assists with the construction, installation, maintenance and repair of parks and trails amenities, including fencing, boardwalks, docks, signage and irrigation systems
- Maintains and repairs trails, including trail construction projects
- Updates and maintains the inventory of park and trail assets utilizing GPS
- Prepares, updates and maintains computer based records, and other documents
- Performs minor tree maintenance (pruning, etc.), litter control, graffiti removal, weeding, trimming and other landscaping activities
- Patrols trails and reports any issues to supervisor, bylaw enforcement or police
- Tactfully responds to public enquiries both written and verbally
- Maintains harmonious working relationships with Regional District staff, elected officials, and the general public.
- Performs other duties as may be assigned from time to time

**SUPERVISION RECEIVED AND EXERCISED**

Immediate Supervisor:	Manager, Parks
Positions directly supervised:	n/a
This position is responsible for:	
<input type="checkbox"/> Assigning work	<input type="checkbox"/> Reviewing work
<input type="checkbox"/> Evaluating work	<input type="checkbox"/> Disciplining employees
<input checked="" type="checkbox"/> Not applicable	

**KNOWLEDGE, ABILITIES AND SKILLS REQUIRED**

<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ Enrolled in or a recent graduate from a post-secondary institution in agriculture, natural resource/environmental studies, sciences, landscaping, or a related field</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Six months of experience in landscaping, arbor care, horticulture, construction, or a related field</li> </ul>
<b>Licenses / Certificates / Registrations:</b>	<ul style="list-style-type: none"> <li>▪ Valid Class 5 BC Driver's License</li> </ul>
<b>Specific Skills:</b>	<ul style="list-style-type: none"> <li>▪ Ability to operate and maintain small power tools and equipment</li> <li>▪ Knowledge of risk assessment principles and inspection procedures</li> <li>▪ Ability to read maps, collect and record data, and utilize GPS units</li> <li>▪ Good physical strength, stamina and coordination to perform manual work in all kinds of terrain and weather</li> <li>▪ Ability to work independently with limited supervision</li> <li>▪ Basic computer skills including MS Office programs (Word and Excel)</li> <li>▪ Ability to respond courteously to public inquiries</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>▪ Must be available to work flexible hours, including shift work, weekends and emergency callouts from time to time</li> </ul>

**CLASSIFICATION**

Wage Level 2

**JOB DESCRIPTION**

Effective date: January 15, 2019