

**TITLE:** RECREATION TECHNICIAN

**CLASSIFICATION:** SCIENTIFIC/TECHNICAL OFF (RES) 18

**MINISTRY:** FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS

**WORK UNIT:** RECREATION SITES AND TRAILS

**SUPERVISOR'S TITLE:** DISTRICT RECREATION OFFICER

## JOB OVERVIEW

*Reporting to the District Recreation Officer, the Recreation Technician ensures the efficient management and maintenance of recreation sites (campgrounds, cabins and other recreation facilities) and trails. This role involves monitoring partnership agreements and service contracts, coordinating work done by volunteers and inspecting recreation sites and trails to ensure public health/safety and environmental standards are met.*

## ACCOUNTABILITIES

### Recreation Site and Trail Maintenance:

- Conducts regular and ad hoc inspections at recreation sites and trails, in accordance with a pre-determined inspection plan, in order to address public health/safety and environmental risks (e.g., hazard tree abatement; toilet pumping and structure replacement; site or trail rehabilitation).
- Assesses public safety and environmental risks at sites and trails and takes appropriate action when necessary (e.g., closes sites and trails and posts notices where immediate safety risk is found); recommends decommissioning sites or trails where warranted; reports and assists in resolving public injury and/or property damage incidents at sites and trails.
- Inspects the maintenance work performed by partners, contractors, and user groups for adherence to standards and agreement terms; ensures partners have appropriate training in maintaining and managing sites and trails; provides training or arranges for third party training; identifies contractual maintenance irregularities and takes appropriate action.
- Oversees or actively engages in the repair and maintenance of site and trail infrastructure; provides technical advice on contract specifications regarding the construction of various infrastructures (e.g., picnic tables, boardwalks, foot bridges).
- Participates in the recreation patrols with Compliance and Enforcement Branch staff or RCMP and provides support for investigations related to recreation sites and trails incidents or issues.

### Partnership Building and Public Liaison

- Provides a key front-line contact and communications liaison between the Branch and members of the public; informs members of the public of the rules and regulations associated with the use of recreation sites and trails (e.g., camping and trail fees, environmental and wildlife risks) and responds to questions, enquiries and concerns.
- Fosters and maintains links with recreation partners for the efficient maintenance of sites and trails; meets with partners to clarify responsibilities, resolve conflicts, and deal with onsite issues; reports on partnership maintenance activities.

- Addresses and resolves user conflicts which may be encountered while on a site or trail; records and reports back to the District Recreation Officer, or other agencies, comments or concerns expressed by members of the public.
- Leads volunteer groups and others participating in district recreation activities.
- Represents the Branch at the district level, and on behalf of the District Recreation Officer, at meetings, partnership negotiations, conflict resolution sessions, First Nations negotiations, and participates in other similar public liaison activities when required.

#### **Administrative, Scientific/Technical, Contract Administration, and Systems Support**

- Maintains and enters information to the Recreation Sites and Trails Facilities Inventory (attribute database) describing recreation assets including structures, facilities and improvements at sites and trails, as well as recreation features which link to other systems; maintains warehouse inventories of recreation tools, infrastructure, hardware and other goods required for site and trail maintenance activities.
- Identifies need for contracted services (e.g., for campsite infrastructure repairs) and develops proposed work plans and cost estimates; prepares and conducts RFP or RTQ process; drafts service and equipment rental agreements and negotiates terms; monitors contracts and contractor performance, receives and confirms goods and services received, and recommends release of payment on satisfactory performance.
- Produces statistical information and reports for inventory and/or budgetary purposes; works with user groups and service agreement holders to collect district user statistics; reports on findings to District Recreation Officer.
- Sets up and maintains district communications links and information networks (e.g., Facebook page, website input)

#### **JOB REQUIREMENTS**

- University Degree or Diploma in Tourism, Outdoor Recreation, Forestry, Natural Resource Management, Environmental Studies, Geography, or other discipline which is related to the focus of the position
- Experience working in a national, provincial or municipal parks setting, or in a similar environment consisting of diverse outdoor recreational facilities (experience in a Canadian outdoor recreational environment is an asset)
- Experience conducting inspections of campgrounds, sites and trails
- Experience establishing and maintaining collaborative working relationships with clients, customers or stakeholders
- Experience in data collection, analysis, maintenance and reporting and in the use of related computerized programs including spreadsheets, databases, word processing, and the Internet
- Experience resolving problems, disagreements, or other issues between parties with conflicting interests or perspectives
- Experience providing leadership and guidance to working teams, contractors, or volunteers

#### **COMPETENCIES**

##### Job-specific Competencies

- **Planning, Organizing and Coordinating** – plans for self to organize and complete assigned work effectively

Reviewed by:

Managers

Employees

Date: Jan 2013

- **Relationship Building** – builds a network of external relationships to further shared interests
- **Problem-Solving/Judgement** – analyzes problems systematically and generates solutions
- **Flexibility** – demonstrates flexibility by adapting approaches to accommodate others or other circumstances
- **Conflict Management** – reduces and/or resolves conflict in a proactive manner

Competencies applicable to all Public Service positions:

- **Results Orientation** - is a concern for surpassing a standard of excellence. The standard may be one's own past performance; an objective measure; challenging goals that one has set; or improving what has already been done.
- **Service Orientation** - implies a desire to identify and serve customers/clients, who may include the public, colleagues, partners, co-workers, peers, branches, ministries/agencies and other government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Teamwork and Cooperation** - is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals.

**Note:** A complete listing of selection criteria (i.e., Experience, Knowledge, Skills and Abilities) as well as Competencies is included in the **Profile Addendum**.