



## **Internal/External Job Posting**

### **Seasonal Full Time Bargaining Unit Position**

#### **Park Operations Tech. Pinehurst Lake CA**

##### **Who we are**

The Grand River Conservation Authority (GRCA) has an international reputation for excellence in managing the natural resources of the largest inland river system in southern Ontario. Our team is made up of committed and passionate experts in their fields, including scientists, engineers, researchers, educators, stewards, planners, foresters, recreation experts and much more. Every day, we come to work to improve the health of the natural environment of the Grand River watershed for those who call it home or come to visit. We are a progressive team, dedicated to lifelong learning, collaboration and making a positive impact.

##### **Who you are**

You want to be part of an organization with an environmental goal. You want the work you do to make a difference. You like a team environment where everyone has an opportunity to contribute to achieve a shared goal, no matter their background or level of education and experience. You like problem solving, expanding your horizons and making even the smallest positive impact for your community and the planet.

##### **Why work for us**

Our team feels a connection to their work, to each other and to the community we serve. We offer staff development plans and open doors to help advance your career. And our employees benefit from being part of the Ontario Municipal Employees Retirement System (OMERS), with 100% matching contributions from GRCA.

##### **Overview of the opportunity**

The GRCA is looking for a hard working candidate to perform a variety of functions in support of the efficient and effective day to day operation of the Pinehurst Lake Conservation Area, including a variety of maintenance, security and gate duties, as well as dam, nature centre or pool duties as applicable.

##### **What you'll do:**

- Participate in the maintenance and development of the Conservation Area and related lands, equipment and structures (dams, nature centres, etc).
- Coordinate the work of students, primarily in the summer; and help provide training and ongoing instruction on machinery, equipment and other safe work procedures.
- Enforce Conservation Authority policies and regulations at Conservation Area and satellite areas, as applicable.
- Assist in all areas throughout the park as needed e.g., gatehouse admissions, security, etc.
- Perform routine maintenance on equipment, other maintenance tasks throughout the park and basic carpentry and plumbing work.
- Provide customer service to patrons by answering questions, responding to issues, etc.
- Provide administrative support to the Superintendent as assigned.

### **Education:**

- Completion of a college diploma program or equivalent

### **Experience**

- At least two complete seasons of relevant work experience in a Conservation Area or park.
- Knowledge of and experience operating and performing basic maintenance on a variety of medium and small equipment.
- Basic carpentry and plumbing skills.
- Working knowledge of the following legislation for enforcement and public inquiries: Fish and Wildlife Conservation Act, Conservation Authorities Act, Occupational Health and Safety Act, Highway Traffic Act, WHMIS, Small Vessels Act, Liquor Licence and Control Act, Trespass to Property Act, Water Resources Act, Off-road Vehicles Act.
- Demonstrated interpersonal and communication skills.
- Strong computer skills in MS Office. Experience with online reservation systems and point of sale applications is considered an asset.
- Valid current certification in Standard First Aid and CPR.
- Valid Driver's Licence
- Small Drinking Water System Operator Certificate and/or Wastewater Treatment Operator License is considered an asset.
- P.O.A. designation is preferred.
- Able to work outdoors in all weather conditions.

### **Other Requirements:**

- This position requires you to work weekends, days, evenings and Statutory Holidays.

### **Competencies and Abilities**

#### **Professional Judgement**

Sound judgment and discretion in dealing with confidential information. Sound judgment resulting in fair, efficient and effective decision making, bringing clarity and resolution to complex and ambiguous situations. Ability to carry out skillful negotiations and interest based conflict resolution. Managing emergencies decisively and effectively striving for minimal cost and disruption to individuals and operations. Recognize when to escalate appropriate situations to the next higher level of expertise.

#### **Integrity/Ethics**

The willingness to hold oneself accountable for acting in ways that are consistent with stated values, principles and professional standards. Maintaining impartiality, objectivity and fairness when dealing with employees, consultants, contractors, stakeholders and other agencies. Maintains a calm and professional attitude in the face of change, stressful situations and challenges. A high level of personal and professional excellence including the ability to align personal and organizational values.

#### **Goal/Action Oriented**

Does not shy away from challenges and seldom gives up, especially in the face of resistance, setbacks, or change. Seizes opportunities; takes initiative and is self-motivated. Organizes work, plans activities, and sets priorities in a manner that meets competing needs and timely resolution of matters. Maintains high level of productivity and self-direction. Effective problem solving, collaboration, negotiation and facilitation skills.

### **Team Work**

Interacts with people respectfully and effectively as part of a team. Able and willing to share and receive information. Exceptional communications skills are required for working with internal teams to achieve mutually beneficial outcomes and to provide support to other programs within GRCA.

### **Customer Focus**

Dedicated to meeting the expectations and requirements of internal and external customers. Develops and maintains effective relationships and ensures good communications with other staff, external stakeholders, contractors and other agencies. Works in close collaboration with internal on-site staff to keep them apprised of relevant information and significant issues in a timely fashion. Demonstrated ability to build ongoing working relationships and communicating with tact and diplomacy. Exceptional communication skills to enhance relationships with the public - dealing with multiple inquiries, customer complaints and evictions.

### **Compensation and Benefits**

- Pay range starting at \$26.80 per hour (working 40 hours in the peak season and 35 hours in the off-peak season)
- Job stability and security
- Gold-standard Ontario Municipal Employees Retirement System (OMERS) pension fund with 100% employer matching contributions.
- Free year-round access to GRCA conservation areas (parks).

Desired Staffing Date: April 2024

Recurring Season February 1 to November 30

To Apply: Please send a resume and covering letter to [careers@grandriver.ca](mailto:careers@grandriver.ca) in MS Word or PDF format and quote "P.O.T Pinehurst" in the subject line.

Deadline for Applications: 4:00pm March 29, 2024

We thank you for your interest, however only candidates under consideration will be contacted.

GRCA is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accessibility accommodations at any point during the application and hiring process, please contact us. Any information received relating to accommodation will be addressed confidentially

Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act R.S.O. 1990, C. M.56 the personal information contained on this form is collected under the legal authority of the Conservation Authorities Act, R.S.O. 1990, chapter C.27 and is used for recruitment purposes. Questions about the collection of personal information should be directed to the Manager of Human Resources, Grand River Conservation Authority, PO Box 729, 400 Clyde Road, Cambridge, Ontario N1R 5W6. 519-621-2761.