

## **Crew Member (Significant Areas)**

### **2 positions**

**\*\* These positions are primarily Monday – Friday, 8:30-4:30; however, some weekend or evening assignments may be required. Term is 4-6 months \*\***

#### **Job Description:**

This is an opportunity to develop hands-on experiences in the maintenance and operations of KCCA's conservation lands including collecting garbage, trimming trees, maintaining trails and cutting grass. In this position you will be assigned to KCCA's Significant Areas team utilizing your skill set to assist with the day-to-day operations of the Authority's various conservation areas including campgrounds, trails and day-use facilities.

Crew members are expected to work as part of a team and may be required to share in all aspects of our facility operations including safety, maintenance, visitor services and monitoring for adherence to KCCA's Zero Tolerance Policy, Rules and Regulations. Crew members report to the Maintenance and Safety Coordinator. All crew members must work effectively alone, and the majority of work is outdoors. Crew members may be asked to assist in campground operations at either Dalewood Conservation or Lake Whittaker Conservation Areas, which may include weekends, statutory holidays, and nights.

#### Significant Areas Patrol, Safety, & Rule Enforcement

- Patrol areas to protect and preserve resources and facilities by checking for misuse, undesirable activities, and hazardous situations
- Seek voluntary visitor compliance with rules and regulations; issue verbal and written warnings as necessary and prepare related reports
- Be familiar with KCCA's Rules, Regulations and Standards, Zero Tolerance Policy and the relevant Emergency Plan(s)

#### Custodial, Landscape, & Facility Maintenance

- Clean washrooms (including unplugging toilets), and showers
- Collect, separate and properly dispose of garbage and recyclable materials
- Conduct general grounds maintenance including cutting grass, weeding and painting
- Prune trees and shrubs using manual and power tools
- Construct, maintain, and restore hiking trails using hand and power tools

#### Visitor Services & General Operations

- Provide information about local attractions, conservation area rules, and regulations to visitors
- Ensuring compliance with policies and procedures related to operations
- Opening and closing picnic pavilions for special events
- Maintain a good work relationship with staff, visitors and community groups

## Additional Duties

- May be required to assist in the daily operation of both Dalewood and Lake Whittaker Conservation Areas which would involve working weekends, statutory holiday, and nights

## What we are looking for (Desired Attributes):

These are the attributes we are looking for in our top candidates. *If you have these skills, please let us know in the Education and Experience section of your application.* Attachments such as resumes and cover letters are not requested for this application process and therefore will not be considered during review.

- Experience in maintenance activities such as operating hand tools, lawnmowers, equipment, 4x4 vehicles, golf carts, ATV's and trailering of equipment and materials.
- Skill in customer service, communication and/or conflict resolution.
- Skill in working both independently and in a team setting
- Skill in cleaning facilities, including washrooms and showers

## Minimum Qualifications:

- Must possess a valid Class "G2" or "G" driver's license in good standing for entirety of employment. Successful candidates must provide a MTO Driver's Abstract.
- Must be willing to work in adverse weather conditions (majority of work is outdoors).
- Ability to deal tactfully and fairly with the public including conflict resolution skills
- Ability to operate small hand tools, grass cutting experience is an asset.
- Ability to utilize a trailer for moving equipment is an asset.
- Demonstrated ability to work as part of a team.

## Special Requirements:

- Must wear KCCA supplied uniform
- CSA approved footwear must be worn at all times (to be supplied by candidate)