

Ministry: Environment, Lands and Parks
Branch: Park Branch
Location: Manning Park

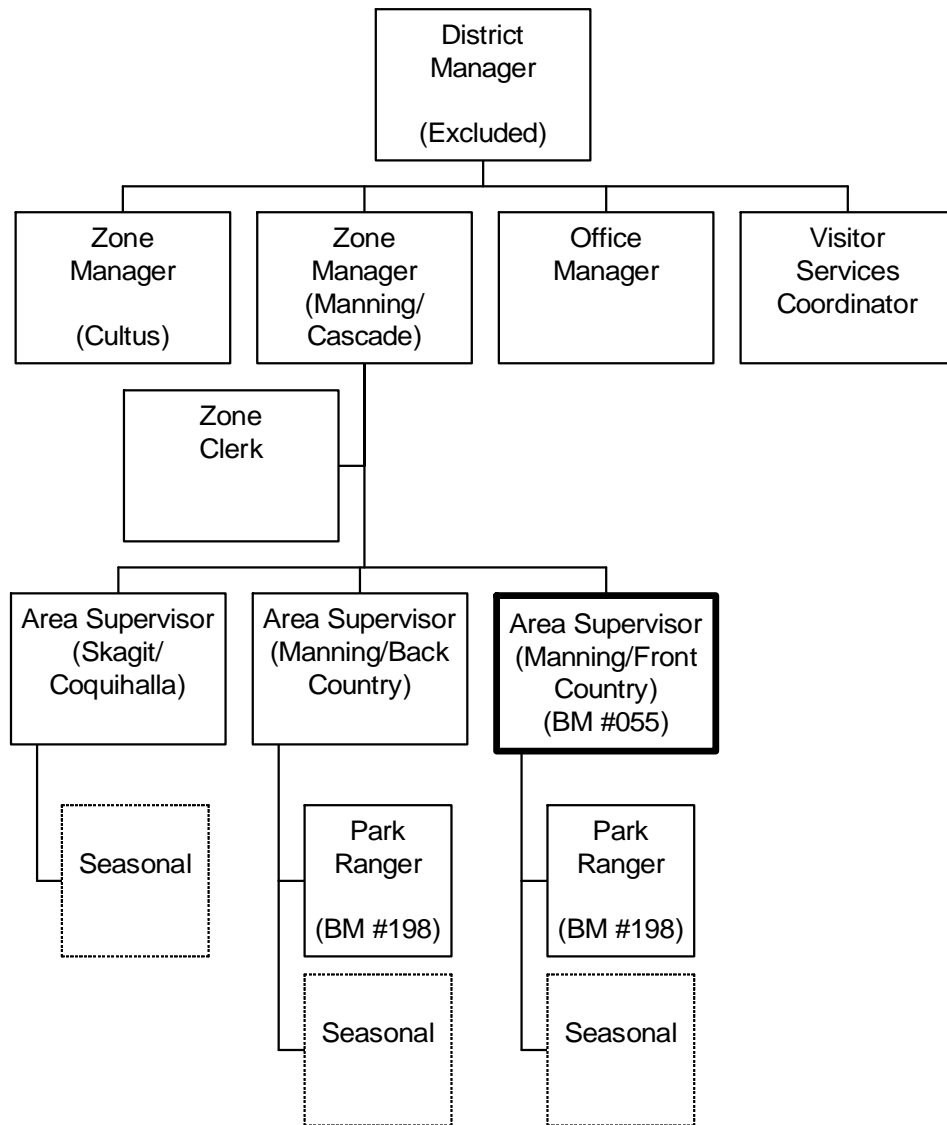
Working Title: **Area Supervisor**
Level: Range 24
Classification: Scientific/Technical Officer

PRIMARY FUNCTION

To plan, implement and administer contracted visitor services for the Front Country Program of Manning Provincial Park.

JOB DUTIES AND TASKS

1. Plans and supervises the delivery of conservation, preservation, recreation and visitor services for a Provincial Park
 - a. participates on the planning team to establish program direction including the development of the Front Country Plan
 - b. prepares contracts, monitors compliance with terms and conditions, and provides recommendations on projects regarding resource inventory, protection and enhancement
 - c. provides advice and resolves conflicts between branch and permittees holding operating permits such as the ski hill permit and the lodge permit
 - d. negotiates and drafts various service contracts, permits and renewals
 - e. conducts annual assessment of insect infestation, investigates and recommends method of control
 - f. investigates safety issues for public and initiates corrective action as required
 - g. compiles park statistics on visitor use, vandalism occurrence and user groups
 - h. responds as the initial attack person on park fires
 - i. develops emergency plans and provides coordinator services in emergency situations such as search and rescue
 - j. exchanges information on park programs with other staff, Ministries, agencies and organizations
2. Supervises Park staff and volunteers
 - a. supervises fulltime and additional seasonal Park staff including recruiting, training, scheduling, assigning work, appraising employee performance and taking disciplinary action
 - b. recruits and provides direction to Park volunteers
3. Provides administration services in support of delivery of conservation, preservation, recreation and visitor services in a Provincial Park
 - a. plans and monitors project budgets and expenditures
 - b. audits fee collection contracts
 - c. provides input into Park budget preparation through park planning process
 - d. estimates costs for projects and contracts
 - e. prepares year-end reports on contract work
 - f. inspects park on skis, on horseback, by using snowmachine, by hiking
 - g. clears paths using power saws, brush cutters, or chainsaws
 - h. maintains, secures and takes inventory of Parks assets including roads, lodge, ski hill, generator, vehicles and equipment
4. Performs other related duties
 - a. enforces various acts such as the Park Act, Litter Act and Wildlife Act and regulations in park including working with other enforcement agencies
 - b. recommends changes to park policy and procedures relating to visitor services, conservation, finance



REASON FOR CLASSIFICATION

Benchmark Job #055

Job Title: Area Supervisor

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of park management to plan and supervise delivery, through staff and contractors, of conservation, preservation, recreation and visitor services at a major provincial park, resolve operating problems with the lodge and ski hill, provide for emergency response and safety; and recommend park construction, maintenance, visitor and recreation projects.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to modify park operating procedures to plan, implement and administer the day-to-day operation of services and maintenance contracts, develop emergency plans, resolve conflicts with operating permit holders for lodge and ski hill, assess park needs and recommend projects.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic negotiation skills to reach agreement on parks contract terms for service and special projects with contract agencies.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to ski in winter or ride on horseback to inspect various park locations.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by park policies and the Front Country Plan, plan and organize the delivery of conservation, preservation, recreation and visitor services for Front Country Program of Manning Park and inspect all park operations to ensure proper delivery of programs.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to prepare language for and negotiate park capital construction projects, maintenance contracts and service contracts.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major level of responsibility to manage all physical assets in a Provincial Park by administering, maintaining, securing and taking inventory of vehicles, equipment, roads, lodge, ski hill, and hydro generator.</p>	F	43

REASON FOR CLASSIFICATION

Benchmark Job #055
Job Title: Area Supervisor

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise park ranger and seasonal helpers, appraise employee performance and take disciplinary action (3 FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to develop safety procedures and emergency plans for park visitors.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently read service contract, permits and renewals and other park reports and documents.	C	12
11	PHYSICAL EFFORT Relatively heavy physical effort to regularly hike and climb with pack, and to ski and ride a horse to conduct park patrols.	D	18
12	SURROUNDINGS Exposure to all weather conditions regularly with shelter available when conducting inspections within the park.	B	4
13	HAZARDS Moderate exposure to hazards from regular field trips in remote areas.	C	6

Total Points: 831

Level: Range 24