



Job Description

Sunshine Bay Parks and Maintenance Worker

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Regional Parks & Trails Operations Supervisor

TITLE OF IMMEDIATE SUBORDINATES: N/A

DEPARTMENT: COMMUNITY SERVICES - Parks

SUMMARY OF POSITION:

Reporting to the Regional Parks and Trails Operations Supervisor, the Sunshine Bay Parks and Trail Maintenance Worker will thrive in a distinctive outdoor setting at Sunshine Bay Regional Park. This role involves supporting general parks and trails operations and maintenance.

ROLE AND RESPONSIBILITIES:

1. Grounds and Facilities Maintenance:
 - Keep Regional Park grounds and facilities clean and free of garbage.
 - Ensure the playground, beach, half court, fields, and sports field are devoid of leaves, branches, and organic materials.
 - Maintain cleanliness of the beach and boat launch areas, addressing safety concerns promptly.
 - Provide installation and removal of park facilities assets as needed.
 - Handle appropriate installation/removal of picnic benches, barbecues, swimming ropes, volleyball nets, etc.
2. Supplies Management:
 - Purchase approved supplies when necessary, invoicing RDCK if vendor account is unavailable.
 - Maintain adequate supplies and manage inventory effectively.
3. Carpentry and Repairs:
 - Perform carpentry, minor repairs, and painting as directed by the RPOS.
 - Advise and recommend repairs, painting, or replacements in on-site maintenance logbook.
4. Washroom Facilities Maintenance:
 - Regularly clean outhouses and concession washrooms, ensuring sanitation and adequate supplies.
 - Tasks include garbage removal, dusting, sweeping, and disinfecting high-touch areas.
5. Playground and Equipment Safety Checks:
 - Weekly checks on playground equipment, basketball hoops, and Bike Park for hazards.
 - Document safety checks in the on-site logbook and address any immediate safety needs.

6. Landscaping and Turf Maintenance:
 - Maintain grass height at 2" until dry season, then adjust to 3" for water conservation.
 - Conduct regular checks for weed control, cut back fields, and rake leaves from various areas.
 - Fertilize trees and shrubs, prune and mulch as needed.
 - Aerate, fertilize, and top-dress turf areas in the playground and playing fields as required.
7. Irrigation System Management:
 - Open irrigation system between April 15 and May 15, weather-dependent.
 - Inspect, repair, and report damaged heads or equipment promptly.
 - Conduct a thorough shutdown between October 10th to 15th, including winterizing the irrigation system.
8. Signage Maintenance:
 - Inspect and perform minor maintenance on park signage, including cleaning and graffiti removal.
 - Report any signage requiring additional attention to the RPOS.
9. Safety, Security and Reporting:
 - Report and remove illegal fire pits, squatters, and potential campers promptly.
 - Address other optional duties or extra work as requested by the RPOS.
 - Report public safety concerns to Supervisor
10. Other optional duties/extra work may be requested by the RPOS.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- 3 years of park maintenance experience
- Education in Outdoor Recreation or Natural Resource Management may be an asset
- Basic to moderate skill in carpentry, construction and use of power tools
- Chainsaw and brush saw safety/use or willingness to learn
- Ability to work alone and demonstrate both independent and collaborative problem solving skills
- Ability to act with tact and diplomacy when dealing with the public
- Proficient computer and written communication skills
- WHMIS Certification
- Valid Class 5 Drivers License with no restrictions
- Satisfactory Drivers Abstract
- Valid First Aid level 1
- Satisfactory criminal record
- Previous park maintenance and trail building experience would be considered an asset
- Willingness to work evenings and weekends as required

PHYSICAL DEMANDS

- Constant movement, including stooping, bending, reaching, twisting and kneeling
- Working alone in a Regional Park setting
- Exposure to varied weather

- Occasional lifting up to 25 kg

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date