

With a moderate climate, spectacular scenery and year-round recreational offerings at our doorstep, the **City of Campbell River** is the ideal location to live, work, and play.

---

## PARKS SPECIALIST I

The City of Campbell River is seeking a part-time **Parks Specialist I**.

As part of the Parks team, reporting to the Parks Operations Supervisor and working directly under the supervision of the Green Space Coordinator, you will perform a variety of tasks assigned in the day-to-day preparation and maintenance of sports fields, parks, McIvor Lake, cemetery, green spaces, and outdoor washrooms throughout the City of Campbell River.

To be successful in this role you shall have:

- a Grade 12 diploma or equivalent.
- a Building Services Worker (BSW) Level 1 Certification.
- an Occupational First Aid Level 1.
- a valid drivers licence, and produce and maintain a clean driver's abstract.
- one (1) year relevant experience as a labourer in a municipal or related setting.
- experience working around heavy construction equipment, such as excavators, backhoes, loaders, dump trucks, etc.

The current hourly rate of pay for this CUPE bargaining unit position is \$27.17 working 40 hours per week, five (5) months per year (May through September).

Please see the attached document for a detailed job description that lists all the necessary qualifications for this position.

Please include verification of your education and certifications with your application.

**This posting closes at 4:30 pm on Thursday, April 4, 2019.**

---

Please send your resume with covering letter, quoting **Competition EXT-19-11** to:



Human Resources Department  
**City of Campbell River**  
301 St. Ann's Road  
Campbell River, BC V9W 4C7  
**Email:** [careers@campbellriver.ca](mailto:careers@campbellriver.ca)

---

We thank all applicants, however, only those selected for interviews will be contacted.

**PARKS SPECIALIST I****Approval Date:** April 2018**Department:** Parks IAFF CUPE Management**Title of Management Supervisor:** Parks Operations Supervisor**General Accountability:****Purpose and Scope**

Reporting to the Parks Operations Supervisor and working directly under the supervision of the Green Space Coordinator, the Parks Foreman II, or the Parks Operations Supervisor, the Parks Specialist I performs a variety of tasks assigned in the day-to-day preparation and maintenance of sports fields, parks, McIvor Lake, cemetery, green spaces, and outdoor washrooms throughout the City of Campbell River.

**Nature and Scope of Work**

Performs a wide variety of labour-related tasks including, but not limited to:

- Garbage litter collection throughout the City of Campbell River;
- Cleaning, disinfection and repairs of outdoor washrooms throughout the City;
- Maintenance and repair of sports fields, parks, green spaces, cemetery, parks structures and irrigation systems;
- Maintenance of landscape features and vegetation along municipal trails and walkways, boulevards, municipal rights-of-ways, and within parks;
- Assist with installation, maintenance, inspection, and repair of playground equipment;
- Performing basic service maintenance on all tools and equipment;
- Other labour-related tasks as they pertain to construction, maintenance and repair of park facilities;
- Removal of snow and ice from sidewalks, steps and parking lots;
- Opening and closing of Park facilities and performing parks patrols checking for vandalism and monitoring public conduct;
- Liaising with user groups, special events, community groups and Park rentals permits;
- Directing traffic, set-up and removal of pertinent signs and barricades;
- Driving/operating light vehicles;
- Heavy manual labour;
- Maintaining relevant logs and records;
- Other duties as may be assigned.

**Necessary Qualifications****Knowledge:**

- Working knowledge of the methods, materials, tools, and equipment used in Parks infrastructure maintenance and construction.
- Working knowledge of standard methods, materials and equipment used in washroom cleaning, including cross contamination, biohazards and sharps hazards.
- Working knowledge of Parks Department's role within the City's organizational structure.
- Working knowledge of WorkSafeBC regulations and safe work procedures as pertaining to the work.
- Working knowledge of relevant procedures, standards, manuals, guidelines, City policies and

bylaws, to be successfully acquired.

- Working knowledge of park maintenance standards and practices.
- Working knowledge of shoring and trenching techniques.
- Knowledge of fundamentals of accident prevention.

**Skills:**

- Safe work habits and practices.
- Good verbal and written communication skills.
- Effective and courteous interaction with the public, user groups, other agencies and internal departments.
- Safe operation of maintenance equipment (such as: cut-off saws, power saws, compressors, jack-hammers, compactors, weed-eaters, lawnmowers, grass trimmer, hedge trimmer, aerator, fertilizer spreader, rototiller and other miscellaneous power tools).
- Safe use of various hand tools such as shovels, rakes, trimmers, hammers, saws etc;
- Safe operation of sanding/salting equipment.

**Abilities:**

- Demonstrable ability to operate grounds maintenance equipment and related tractors and implements.
- Ability to multitask, set priorities and work independently in accordance with established standards and procedures.
- Ability to deal effectively with confrontational clients, and remain calm during hostile or stressful situations.
- Ability to work as part of a team and/or unsupervised.
- Ability to understand and carry out oral and written instructions.
- Ability to change work priorities with little or short notice.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
- Must have sufficient physical strength, stamina and ability to perform the work.

**Education:**

- Grade 12 or equivalent.

**Training/Certification:**

**Must Have When Applying for Position:**

- Building Services Worker (BSW) 1 Certification.
- Occupational First Aid Level I.
- Must possess and maintain a valid Class 5 driver's license, and produce and maintain a clean driver's abstract, as per City policy.

**To Be Obtained on the Job:**

- Muscular-Skeletal Injury Prevention Training (within first 6 months).
- Current WHMIS Certification (within first 6 months).
- Mental Health First Aid Course (within first 6 months).
- Working Alone or In Isolation training (within first 6 months).

**Experience:**

- Minimum one (1) year relevant experience as a labourer in a municipal or related setting.
- Experience working around heavy construction equipment such as excavators, backhoes, loaders, dump trucks, etc.

**Preferred Criteria (For External Postings)**

- Class 3 Driver's License with Air Endorsement.
- Valid Pesticide Applicators Certificate
- Experience in parks construction and maintenance, including experience in the use of tools, equipment, and machinery required to maintain parks and construct parks projects.

- Level “B” Heavy Equipment Operator Certification on “Rotary Mower”
- Front End Loader/Backhoe/ Progressive Mower Certificates.
- Experience in turf maintenance.
- Experience in the safe operation of commercial turf maintenance equipment.
- Experience in forming and finishing concrete.

**Unusual Working Conditions**

- Will be required to work in adverse weather conditions.
- May be exposed to human waste, blood, and other bodily fluids.
- May be required to come into contact with live sewage.
- Physically demanding work.
- Shift work and weekend work will be required
- Overtime call-outs may be required.

**LETTER OF UNDERSTANDING #5**  
**between the**  
**CITY OF CAMPBELL RIVER**  
**and the**  
**CANADIAN UNION OF PUBLIC EMPLOYEES,**  
**Local 401**

**RE: Parks Specialist I & II [REVISED MARCH 2017; APRIL 2018]**

In order for the Parks Department to provide services on a continuous operational basis, the parties agree to the following terms and conditions effective the date of signing below:

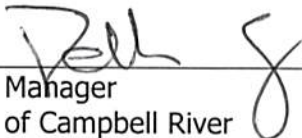
- The job description for Parks Specialist I will be revised to reflect the specific duty of cleaning outdoor washrooms. This represents no change in the hourly rate of pay.
- The Employer will pay for the cost of the required BSW 1 certification for existing employees who post into the initial Parks Specialist I postings resulting from this letter of understanding.
- Beginning in 2018, the Employer has created a Parks Specialist II classification.
- Hours of work for Parks Specialist I and II incumbents will be as follows:
  - a. All Parks Specialist I and II incumbents will participate in an ongoing six (6) week rotation, as outlined in (c) below.
  - b. A maximum of three (6) Parks Specialist I and II incumbents at any given time will work ten (10) shifts per pay period between 5:00 am and 11:00 pm, Sunday through Saturday. The regular working hours shall not exceed eight (8) hours per day with a lunch period of one half (1/2) hour.
  - c. In accordance with points a and b above, the 6 (six) Parks Specialist I and II incumbents will rotate through patterns 1 to 6 in a six week period, then repeat this pattern rotation throughout the course of the year.. These pattern schedules are:

|            |   |
|------------|---|
| Pattern 1: | 2:30 pm to 11:00pm, Sunday<br>7:00 am to 3:30 pm, Tuesday to Friday     |
| Pattern 2: | 5:00 am to 1:30 pm, Sunday<br>7:00 am to 3:30 pm, Tuesday to Friday     |
| Pattern 3: | 7:00 am to 3:30 pm, Monday to Thursday<br>2:30 pm to 11:00 pm, Saturday |
| Pattern 4: | 7:00 am to 3:30 pm, Monday to Thursday<br>5:00 am to 1:30 pm, Saturday  |
| Pattern 5: | 2:30 pm to 11:00 pm, Monday to Friday                                   |
| Pattern 6: | 5:00 am to 1:30 pm, Monday to Friday                                    |


The sequence of each incumbent's Patterns will be the same. For example, employee one will work Pattern 1 the first week, then Pattern 6 the second week, then Pattern 4, then Pattern 2, then Pattern 5, then Pattern 3.

- The full-time Parks Specialist II incumbents shall be granted their annual allotment of statutory holiday hours under Article 19.01 on January 1<sup>st</sup> of each year, as per Article 19.05. Such hours shall be taken at a time mutually agreed between the employee and the department head. The part-time Parks Specialist I incumbents shall be paid 4.8% in lieu of the 12 statutory holidays, on each pay, as per Article 19.03, and will not work on the statutory holidays. This does not preclude the application of Article 18.06 (Overtime and Call-out).
- The Employer reserves the right to alter the hours of work, using shift change notice, as per Article 17.02.
- Shift work bonus would apply for hours worked between 6:00 pm and 6:00 am as outlined in Article 17.01.
- The parties agree this letter will be reviewed within 12 (twelve) months following the signing of this letter.

Dated at Campbell River this 09 day of May, 2018

  
\_\_\_\_\_  
City Manager  
City of Campbell River

  
\_\_\_\_\_  
First Vice-President  
CUPE Local 401

  
\_\_\_\_\_  
Second Vice-President  
CUPE Local 401