



JOB DESCRIPTION

TITLE: PARKS MAINTENANCE WORKER - TRAILS

DEPARTMENT: Parks and Recreation

LEVEL: 7 (subject to JE)

Position Last Evaluated: Dec 2014

Job Desc. Last Updated: May 2019

JOB SUMMARY

Under the general supervision of the Trails Supervisor, the incumbent carries out the construction, maintenance and repair of trails, bridges, stairs, boardwalks, drainage systems and other park-related structures.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Conducts safety inspections and makes recommendations for trails, walkways, bridges, boardwalks, beaches, staircases, fences and other park amenities.
2. Carries out maintenance, repair and construction of trails, walkways, bridges, boardwalks, beaches, staircases, fences and other park amenities using wood, concrete, gravel etc.
3. Maintains ground and surface water flow in and around trails and parks through the use of site grading, ditches, culverts, perforated pipe and other infrastructure.
4. Carries out and participates in the work of staff involved in the construction and repair of sidewalks, medians, curbs and gutters; ensures work schedules, procedures and established safety standards are met.
5. Maintains, installs, erects, and disassembles signs on wood, metal, and concrete through oral, written, drawn instructions, or own initiative.
6. Limbs, bucks and disposes of park and boulevard trees using chain saws, chippers and dump trucks or other equipment.
7. Performs snow and ice removal functions using snowplow, tractor, snow blowers and shovels.
8. Safely operates boats to access waterfront parks and trail systems including maintenance on Protection Island.
9. Plans and prepares working sketches of trail sites and assesses materials needed for construction projects and trail maintenance.

10. TYPICAL DUTIES AND RESPONSIBILITIES (Cont)

11. Carries out 'pre' and 'post' trip safety inspections on all equipment and submits inspection form to Fleet Operations as required.
12. Performs routine equipment maintenance.
13. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge in the construction and maintenance of trails systems as they relate to a municipal parks setting.

Ability to operate a wide variety of equipment including chainsaws, forklifts, cut-off saws, blowers, weed eaters, jackhammers, hammer drills, plate compactors, side by side utility vehicles and attachments, riding mowers with various attachments, snow and ice control equipment, rubber tired front end loader and compacting equipment.

Ability to operate a boat.

Ability to understand and apply the techniques of concrete construction and finishing.

Considerable knowledge of the City of Nanaimo's Trails Master Plan.

Work may involve lifting of heavy and/or awkward objects and/or maneuvering of heavy equipment, and/or climbing structures. Core work activities typically require a high level of activity.

Sound working knowledge of the methods, materials, tools and practices used in parks maintenance and construction, including the care and use of tools and equipment required.

Sound working knowledge and understanding of blueprints, drawings and diagrams in the construction of bridges, trails and small construction projects.

Sound working knowledge of trails surfacing, drainage, erosion and slope stability as they relate to parks maintenance.

Good knowledge of related Federal, Provincial and Municipal regulations and policy.

Good knowledge of survey techniques.

Ability to communicate with courtesy and tact in order to obtain and/or distribute routine data or information to internal and external customers. This may involve the ability to probe for information and clarification.

Ability to understand and carry out oral and written instructions.

Ability to work in a team environment and establish effective working relationships with supervisors, employees and the public.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Completion of Grade 12, plus a minimum of 1 year of vocational training in building trades, specifically carpentry, as it relates to Municipal Park trail construction and maintenance.

Minimum 1 year experience in construction and maintenance.

Or equivalent combination of education and experience.

Valid Class 3 BC Driver's License with air endorsement.

Valid First Aid Certificate.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Must be in good health and have sufficient physical strength and agility to perform required work activities of this position.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.