

EMPLOYMENT OPPORTUNITY SUSTAINABLE DEVELOPMENT



POSITION: Park Attendant 2 (KA2) - (Various)

Advertisement Number: 32600

Job Classification: Park Attendant II (KA2)
Business Area/Branch: Sustainable Development – Eastern Region
Location: South Whiteshell – Falcon Lake/West Hawk Lake, MB
Salary Range: \$ 1,220.00 to \$1,368.00 bi-weekly
Additional Information: Seasonal Departmental Position(s) – (various weeks)
Closing Date: Friday March 24th , 2017

Sustainable Development, Eastern Region is seeking qualified individuals to fill Park Attendant 2 positions that may be located in the Falcon or West Hawk Districts, MB. An eligibility list will be created and remain in effect for up to 6 months.

Qualifications:

Essential qualifications include:

- Experience and knowledge collecting and remitting revenue with accountability and accuracy, and the ability to maintain accurate financial records and reports.
- Strong verbal communication skills.
- Strong interpersonal skills and experience in dealing and interacting with the public.
- Experience dealing with stressful situations.
- Experience working independently and effectively with limited supervision.
- Experience working with electronic cash and point of sale systems.
- Experience working with Microsoft Office or equivalent software applications.

Desired qualifications include:

- A valid First Aid & CPR certificate.
- Knowledge of the Whiteshell Provincial Park.
- Knowledge and experience with grounds maintenance and janitorial duties.

Your cover letter, resume and/or application must clearly indicate how you meet the qualifications.

Conditions of employment include the following:

- Must possess and maintain a valid full stage Manitoba Class 5 driver's license (**include photocopy with application**)
- Must be physically able to perform the duties assigned to the position including lifting approximately 35 lbs in weight and standing for prolonged periods.
- Must be willing and able to work weekends, statutory holidays, and shift work.
- Must be legally entitled to work in Canada.

Duties:

Under the supervision of a Park Attendant 3 or designate, the incumbent is responsible for the collection of park fees and maintaining related records. The incumbent may be required to operate park entrance gates, campground offices and perform minor campground maintenance/janitorial duties. Duties also involve the provision of hospitality services to park clientele and the operation of a computerized park reservation system. The incumbent will be required to wear an assigned uniform.

Please note that Sustainable Development cannot guarantee the availability of bunkhouse accommodations.

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter, resume and/or application if they are from any of the following groups: Aboriginal people, visible minorities and persons with a disability. Please include the advertisement number on your application.

We thank all that apply and advise that only those selected for further consideration will be contacted.

Applications must be submitted to:

Sustainable Development
South Whiteshell District
P.O. Box 40
Falcon Lake, Manitoba R0E 0N0
Advertisement # 32600
Attn: Kelvin Kowaski, District Park Supervisor
Phone 349-2201, fax 349-6023