

EMPLOYMENT OPPORTUNITY MANITOBA SUSTAINABLE DEVELOPMENT



POSITION: Park Attendant

Advertisement Number: 32581

Job Classification:	Park Attendant (KA2)
Business Area/Branch:	Manitoba Sustainable Development, Central Region, Parks & Regional Services
Location:	Watchorn Provincial Park
Salary Range:	\$1244.80 – \$1395.20 bi-weekly
Additional Information:	Seasonal Departmental – 17 Weeks (May 15, 2017 – September 8, 2017)
Closing Date:	April 3, 2017

Qualifications:

Essential qualifications include:

- Experience working with a cash float, accurately collecting and reconciling various forms of revenue including cash, credit and interac, and preparing and remitting financial reports.
- Strong interpersonal skills including the ability to work in a team environment, interact effectively with visitors of all ages.
- Strong verbal communications skills.
- Experience in the general maintenance and cleaning of buildings.
- Strong organizational and time management skills.
- Ability to work independently with minimal supervision.

Desired qualifications include:

- Experience with Microsoft Office applications such as Word, Outlook and Excel or similar programs.
- Experience using hand held tools and power equipment.
- Experience with and/or knowledge of Workplace Safety and Health safe work practices.
- Training in CPR and First Aid.

Conditions of Employment include the following:

- Must be legally entitled to work in Canada
- Must possess and maintain a valid full stage Manitoba class 5 drivers licence.
- Must be willing and able to work weekends, evenings, and statutory holidays.
- Must be able to work outdoors for extended periods of time under various weather conditions.
- Must be physically capable of performing all the duties of the position including lifting up to 50 pounds.

Duties:

Under the supervision of the Supervising Park Attendant or the Park Works Supervisor, the Park Attendant is responsible for the accurate sale of park permits, revenue collection, documentation and submission of funds at the Watchorn Campground Office. This involves registering guests using the computerized Parks Reservation Service and issuing manual camping permits. Working in a team environment the Park Attendant also performs daily maintenance and janitorial duties.

Your cover letter and resume must clearly indicate how you meet each of the stated qualifications. We thank all who apply and advise that only those selected for further consideration will be contacted. Interviews will be held in Ashern, Manitoba.

An eligibility list will be established for 6 months for any subsequent KA2 vacancies in Watchorn Provincial Park.

Bunkhouse accommodations may be provided where available.

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter or resume if they are from any of the following groups: aboriginal people, visible minorities and persons with a disability.

Apply in writing to:

Advertisement # 32581
Lisa Meyers
Box 410, Ashern, MB R0C 0E0
Fax: 204-768-2139
Email: Lisa.meyers@gov.mb.ca

When applying to this advertisement, please indicate the advertisement number and position title in the subject line and body of your email.