

Park Attendant 3 (KA3)

Location: Asessippi Provincial Park Advertisement # 38748

Providing great customer service and a friendly smile is always top of mind for a Park Attendant. Under the direction of the Park District Manager (PDM) the incumbent is responsible for the delivery of the camping program at Asessippi Provincial Park and occasionally other Provincial Parks within the Region. The incumbent will be involved in the recruitment, supervision and training of staff, permit and financial control, the provision of hospitality services and some janitorial and general maintenance duties. Excellent communication skills in order to deal effectively with staff, stakeholders, user groups and the general public are critical elements of this position.

The Manitoba Government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities). Employment Equity is a factor in selection for this competition. Consideration will be given to women, Indigenous people, visible minorities and persons with disabilities. Applicants are requested to self-declare at the time of application.

Competition Details

Closing Date: March 6, 2022

Period: 20 weeks, May - September

Classification: Park Attendant KA3

Salary: \$1,381.60 - \$1,562.40 biweekly

Essential Qualifications:

- Experience supervising staff including scheduling, training and performance management.
- Experience providing customer service and/or working in the hospitality industry.
- Experience handling cash, debit and credit card payments, balancing cash outs and making deposits.
- Strong interpersonal skills for developing and maintaining positive working relationships with the public and staff, including handling stressful situations.
- Demonstrated ability to work independently and effectively under minimal supervision.
- Strong written communication skills with the ability to complete and maintain accurate records and reports in a time sensitive environment.
- Experience with Microsoft Office (Word, Outlook, Excel) or other comparable office suite.

Desired Qualifications:

- Experience performing janitorial duties and grounds maintenance.
- Knowledge of Manitoba Workplace Safety and Health Act and Regulations.

Conditions of Employment

- Must be legally entitled to work in Canada.
- Must be physically able to perform the duties assigned to the position which may include some moderate lifting, bending, reaching and standing for long periods of time.
- Must possess and maintain a valid full stage Manitoba Class 5 driver's license.
- Must be able to wear personnel protective equipment as/when required.
- Must be ready, willing and able to work evenings, weekends, statutory holidays as well as travel and work in other outlying areas within the Region.
- Must be able to work with paints, solvents and chemicals.

Additional Information:

An eligibility list may be created for Park Attendant 3 (KA3) positions and will remain in effect until the list is exhausted. This competition may be used to appoint successful candidates to current and future regular, term or acting status appointments subject to staffing approval.

Bunkhouse accommodations may be provided at some locations. The Manitoba Government has a comprehensive benefits package, which includes extended health care, group life insurance, family related leave, and a pension plan.

Candidates are required to submit a cover letter and/or resume that clearly indicates how you meet the qualifications. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email and/or cover letter.

Applications may be submitted by mail, fax or email to:

Advertisement # **38748**
 Environment, Climate and Parks
 Attn: Park District Manager
 Box 10, Room 308, 27 - 2nd Ave, SW Dauphin MB, R7N 3E5
 Fax: 204-638-8626
 Email : Kim.Duncan@gov.mb.ca

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

A detailed position description is available upon request by calling 204-648-7011 or emailing Kim.Duncan@gov.mb.ca

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.

Please be advised that job competitions may be grieved and appealed. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative or the grievor, if unrepresented. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.