

Saugeen Valley Conservation Authority

2023 Summer Employment Position: Saugeen Bluffs Conservation
Area Gate Attendant and Park Maintenance Worker (one position)

Saugeen Valley Conservation Authority (SVCA) invites applications for one seasonal position of Gate Attendant and Park Maintenance at Saugeen Bluffs Conservation Area.

Summary of Functions

Gate attendant and park maintenance positions report to the Park Superintendent and assist with the daily operation and maintenance of the Conservation Area.

Qualifications

The ideal candidate will have the following competencies:

- Excellent communication and interpersonal skills
- Ability to perform in a team environment
- Basic computer skills (training will be provided)
- Must have valid Ontario Driver's License (minimum G2)
- Ability to perform manual labour outdoors
- Some experience with grounds maintenance and operation of power equipment such as a lawn mower, is beneficial

Duties and Responsibilities

- Receive visitors at gatehouse and process financial transactions
- Maintain daily receipts and process nightly deposits
- Operate campground reservation system
- Customer service in person, online and by phone, including the courteous handling of complaints
- Clearly communicate Conservation Area rules and regulations to visitors
- Assist with day-to-day operational duties such as cleaning washrooms, grass cutting, trail maintenance, including operation of weed-eater, gator, riding mower
- Assist with park activities and events as required
- Keep Park Superintendent and Assistant Superintendent up to date on reservations, issues and complaints
- Abide by all SVCA policies and procedures, including those related to health and safety and use all required PPE
- Maintain communication with administration office regarding forms, brochures and other support as needed
- Must be available to work both weekends and holidays

Additional Information

Work Environment and Conditions

All successful applicants must possess their own Green Patch CSA approved safety boots, be able to work outdoors in all weather conditions and be available to work the duration of the season. Some heavy lifting is required. Saugeen Conservation will provide uniform shirts.

Training

SVCA offers comprehensive health and safety training including on the job training for the operation of grounds maintenance equipment, WHIMIS, First Aid, Health and Safety Training.

Location

- Saugeen Bluffs Conservation Area, 132 Saugeen Bluffs Road, Paisley ON

Work Period

- July to Labour Day 2023
- 40 hours per week, with availability on weekends and holidays

Wage

- \$15.50 per hour

Please submit your cover letter and resumé outlining how your experience meets the necessary qualifications by email to:

Janice Hagan, Executive Assistant, Saugeen Valley Conservation Authority

j.hagan@svca.on.ca

Email is the preferred submission method. Submit your cover letter and resume as one .pdf document. Document file name and email subject line should be your name followed by _BLUFFS2023 (EG. Janice.Hagan_BLUFFS2023.pdf).

We thank all applicants for their interest, however only those selected for an interview will be contacted.

SVCA is an Equal Opportunity Employer. In accordance with *Accessibility for Ontarians with Disabilities Act, 2005* (AODA), SVCA will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability – related accommodations or more information about accommodation, please visit:

www.saugeenconservation.ca/access

All personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).