

**IDENTIFICATION**

<b>Position Number</b>	<b>Position Title</b>	<b>NOC/Dept. Code</b>
63-11227	Seasonal Parks Officer	222437/521523
<b>Department</b>	<b>Division/Region</b>	<b>Location</b>
Industry, Tourism and Investment	North Slave Region	Yellowknife

**PURPOSE OF THE POSITION**

(Main reason why the position exists, in what context and what is the overall end result.)

The incumbent is responsible for the effective and efficient enforcement of the *Territorial Parks Act* and Regulations within the North Slave Region. The incumbent monitors parks operations and contractors in accordance with GNWT legislation and regulation, policy and contractual agreements to ensure safe, enjoyable campgrounds and facilities and to protect park and campground environments and facilities. The incumbent also provides a positive image for NWT parks to users and the general public to promote the use of parks and campgrounds and to encourage tourism in accordance with the mission of the Department.

**SCOPE**

(Describe in what way the position contributes to and impacts on the organizations.)

The position is located in Yellowknife but spends the majority of time (weekends) at one of three parks or seven-day use areas. Fred Henne Territorial Park, the largest territorial park, is located close to Yellowknife off a major highway. The other parks and day use areas are on the Ingraham Trail extending 60 kilometers from Yellowknife. Residents of Yellowknife and the NWT and visitors from southern Canada, the United States and other countries use the parks and day use areas. Contractors operate the parks and day use areas, and associated facilities, which are owned by the GNWT.

The position has minimal spending authority by means of a credit card.

The position holds the power of a Peace Officer when enforcing provisions of the *Territorial Parks Act* and Regulations, Summary Convictions Act, and all relevant Acts

and Regulations for various program areas including Parks, conservation of wildlife, fisheries, forests and environment. As a uniformed officer, the position faces challenges in dealing with public expectations for action when enforcement of other legislation is required. The position must balance public safety and operational realities, such as the availability of the RCMP to deal with criminal activities, of emergency response teams to deal with rescues. As a regular traveler of the Ingraham Trail, the incumbent is called upon to provide safety and emergency response for the whole of Highway 4. During the summer months, Park Officers are the most prevalent law enforcement group along the Ingraham Trail. Responses along the Ingraham Trail can range from car accidents to wildlife emergencies. A constant challenge for the position is dealing with park or day use area users who are intoxicated or belligerent and those apparently intent on criminal behavior.

The position reports to the Senior Parks Officer, Parks Services. ITI procedures and the provisions of the *Territorial Parks Act* and Regulations also provide guidance and direction. However, the position is regularly faced with making decisions in isolation of others to address immediate circumstances.

## **RESPONSIBILITIES**

(Describe major responsibilities and target accomplishments expected of the position. For management positions, indicate the subordinate position(s) through which responsibilities are accomplished.)

1. In conjunction with other Park Officers, enforce the *Territorial Parks Act* and Regulations in accordance with statutory provisions and ITI policy and procedures to promote safe and enjoyable park use and to protect park and campground environments and facilities.
  - Informs park users of acceptable conduct within Territorial parks in accordance with governing authorities.
  - Interprets the provisions of governing authorities to deal with emerging situations in a safe and timely manner.
  - Enforces governing authorities by issuing warnings, ticketing offenders and charging offenders to correct behaviour and promote a safe and enjoyable environment for all park and campground users to protect park and campground environment facilities.
  - Takes action to deal with a variety of situations affecting safe and enjoyable park use (e.g. providing basic first aid or rescuing stranded users) in accordance with ITI procedures.
  - Provides information about incidents to the Crown Prosecutor and gives evidence in court.
  
2. Inspects park facilities (e.g. kitchen shelters, showers, out houses, docks, fences, roadways and campsites) against contractual agreements and ITI standards to ensure safe, protected and functioning facilities.

- Administers inspection activities (e.g. schedules inspections, conducts inspections, completes inspection reports).
  - Performs minor maintenance duties, or assigns performance of minor maintenance duties, to correct minor deficiencies.
3. Presents a positive image for NWT parks to users and the general public to promote the use, enjoyment and protection of parks and campgrounds and to encourage tourism in accordance with the mission of the Department.
- Provides advice and answers questions about parks and recreational opportunities in parks, campgrounds and surrounding areas to promote a positive experiences for users.
  - Participates in public events to promote increased tourism and responsible park and campground use.
  - Provides information to the traveling public on available tourism services
  - Provides accurate information on territorial fishing regulations, ferry and road conditions and forest fire danger rating.

### **KNOWLEDGE, SKILLS AND ABILITIES**

(Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.)

- Knowledge of enforcement theory and techniques to perform enforcement responsibilities which would include Judicial Process, Basic Law Enforcement & Communication, Verbal Judo, and Defensive Tactics / OCS.
- Ability to interpret legislation, regulation and policy to assess and carry out appropriate enforcement activities in various situations.
- Ability to conduct investigations and submit evidence.
- Knowledge of northern and wilderness parks and campground operations and regulation to perform public relations duties and monitor contractor operations.
- Extensive knowledge of Yellowknife and the NWT and the ability to convey this knowledge to the traveling public.
- Ability and knowledge to coordinate an interpretive program to create park awareness to park users.
- Ability to operate boats and motors.
- Ability to use equipment (e.g. chainsaws, hand tools) used for minor maintenance.
- Public relations skills and abilities to present a positive image for NWT parks.
- Interpersonal skills to diffuse tense situations (e.g. enforcement where park users are intoxicated).

These knowledge, skills and abilities are usually acquired with completion of Grade 12, enforcement training and five years of experience in enforcement in a park environment. Graduation of a recognized Renewable Resources Technology Program would be an asset.

- The position requires a Class 5 driver's licence.
- The incumbent must be eligible for statutory appointment as a Peace Officer under the Territorial Parks Acts.
- The incumbent requires good physical health to perform enforcement and minor maintenance duties.
- The position requires a first aid certificate plus CPR.
- A satisfactory criminal record check is required.

### **WORKING CONDITIONS**

(List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

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#### **Physical Demands**

(Indicate the nature of physical effort leading to physical fatigue.)

The position is subject to unusual physical effort (running after park users who are abusing rules, lifting heavy objects, such as picnic tables) on average once a week for 2 hours.

Performs or assists in arrest situations - 2 times/season  
 Search and Seizure – 2 times / season

#### **Environmental Conditions**

(Indicate the nature of adverse environmental conditions to which the incumbent is exposed.)

The position operates for 25% of the work shift in isolation of others. Although the position is connected electronically to assistance, that assistance may be an hour away, depending on the patrol or inspection location. The position is exposed to potentially hazardous situations when dealing with park users who are intoxicated and/or belligerent, on average once each shift for an hour.

The position works in all weather conditions. This presents potentially hazardous situations (e.g. slippery and unpleasant conditions due to rain, extended exposure to direct sunlight).

The position is involved in rescue situations that are potentially hazardous (e.g. first responder in a vehicle accident). The frequency and duration cannot be predicted. Historically these situations arise on average 4 times per season.

#### **Sensory Demands**

(Indicate the nature of demands on the incumbent's senses to make judgments through touch, smell, sight and hearing and judge speed and accuracy.)

The position requires the concentrated use of the senses during confrontations with park users who are intoxicated and/or belligerent and with wildlife, such as bears, to ensure the safety of others and they on average once each shift for an hour.

### **Mental Demands**

(Indicate the conditions that may lead to mental or emotional fatigue.)

This seasonal position is subject to a shift schedule that may include extended hours over the weekend and a combination of day, afternoon and evening work that leads to physical fatigue in the short term and over the course of the season.

As the park season progresses, the position is subject to mental and emotional fatigue caused by extended hours and shift work and the accumulated volume of incidents requiring intervention. The position is also exposed to emotional fatigue arising from rescue operations.

There is uncertainty in knowing what to expect while at work, risk of assault, and unknown or unpredictable situations.