**JOB DESCRIPTION**

**Position: PARK MANAGER / SUPERVISOR**

**Reports to:** Operations Manager

The Park Manager is responsible for the day to day operations of specific parks in a region or

bundle area.

Additionally, the Park Manager may be required to act on limited responsibilities in the absence

of the Regional Manager.

**General Responsibilities (but not limited to):**

To contribute to ensuring the Permit area is safe, clean, and functional.

Training of all staff.

Overseeing all aspects of the Operation permit.

Staff Supervision.

Maintain regular communication and a positive working relationship with BC Parks.

Ensure regular communication and a positive working relationship is established and

maintained with other authorities and agencies, such as the R.C.M.P. or Health

Inspector, etc.

**Specific Responsibilities (but not limited to):**

To ensure all employees are familiar with the policies and procedures of RLC Enterprize

Ltd as outlined in the Employee Handbook.

To ensure that the Permit Area of the Park is maintained to a high standard of service

with equipment necessary to do the job effectively.

To ensure that all employees are familiar with the Provincial Park, its facilities and

recreational opportunities, and that each employee displays good public relations skills

when assisting Park users.

To ensure employees are familiar with the Park Regulations and are able to

communicate these regulations to Park users in a courteous manner when necessary to

do so.

To ensure employees are familiar with emergency procedures and that emergency

information is available in all pertinent locations.

To ensure that all company vehicles and equipment are kept clean, safe, and functional.

To maintain a high standard of Public Safety:

- By keeping facilities in good repair.

- By advising Park users who are acting in an unsafe manner to cease that activity.

- By acting on situations before they have unfortunate results.

- By conducting regular inspections.

To maintain Public control and noise control and to ensure any incidents which occur in

the Permit Area are duly recorded.

To ensure regular patrols are made throughout the Permit area and that all buildings,

equipment, and property are secure and that only registered campers are in the Permit

area after 11:00pm.

To ensure that all statistical information required is submitted to the office within 7 days

following the last day of the month.

To ensure that water systems are safe, fully functional, and tested monthly with test

reports submitted to the Regional Manager.

To ensure sewage waste responsibilities are followed as per required in the permit.

Where septic tanks exist, this includes ensuring that scum or sludge layers do not build

up to a point where solids enter the tile field. Remove as required to a sewage disposal

site. With pit toilets, ensure sewage levels are regularly checked and pumped as

necessary.

To ensure that existing lawns are maintained and mowed.

To ensure the safe and fully functional condition of specific foot traffic areas (trails,

footpaths, etc.).

To ensure that the proper mix and size of firewood is available to Park Users throughout

the season.

To ensure that all painting and staining is completed according to the operational

standards throughout the season.

Ensure start-up maintenance and winterizing operations as per the operations permit.