

EMPLOYMENT OPPORTUNITY SUSTAINABLE DEVELOPMENT



POSITION: Park Attendant 3 (KA3)

Advertisement Number: 33798

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| Job Classification: | Park Attendant III (KA3) |
| Business Area/Branch: | Sustainable Development – Eastern Region |
| Location: | North Whiteshell – MB |
| Salary Range: | \$1,368.00 to \$1,547.20 bi-weekly |
| Additional Information: | Seasonal Department position |
| Closing Date: | April 3, 2018 |

Sustainable Development, Eastern Region is seeking qualified individuals to fill a Park Attendant 3 position. An eligibility list may be created for similar positions in the North Whiteshell including Seven Sisters and Rennie and will remain in effect for up to 12 months.

Qualifications:

Essential qualifications include:

- Work experience in the handling of currency and preparation of bank deposits.
- Experience supervising other staff.
- Oral and written communication skills.
- Ability to maintain accurate financial records and reports.
- Ability to work with minimal supervision and work independently.
- Experience dealing with the public and providing customer service.
- Basic computer skills and a working knowledge of the Windows Operating System.

Desired qualifications include:

- Ability to effectively handle stressful situations such as staff conflicts, irate customers, or emergency situations.
- Experience working with electronic debit and credit card sale systems.
- Knowledge of Workplace Health and Safety procedures and practices.

Conditions of employment include the following:

- Must be legally entitled to work in Canada.
- Must possess and maintain a valid Manitoba Class 5 full stage Driver's License.
- Must be physically capable of performing all duties assigned to the position including lifting approximately 35 lbs in weight and standing for prolonged periods.
- Must be willing and able to work various shifts, all weekends, and statutory holidays.
- Must be capable of working with janitorial cleaning products.

Duties:

Under the supervision of the Park Attendant 4 or designate, the incumbent organizes and supervises junior Park Attendants working at various campgrounds within the North Whiteshell of the Whiteshell Provincial Park. This person is fully responsible for the accounting of all related park permits, for all revenue collection and remittance according to procedures in the Departmental Revenue Accounting Manual. The KA3 is responsible for a large cash float, and the operation of a credit/debit card system. This person is responsible for the provision of hospitality services to park clientele and will operate a computerized park reservation system. This person is also responsible for the dilution of concentrated janitorial cleaning products as well as filling and delivery (when required) of janitorial supply orders.

Please note that Sustainable Development cannot guarantee the availability of bunkhouse accommodations.

Your cover letter, resume and/or application must clearly indicate how you meet the qualifications.

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

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

Please insert the advertisement number and position title into the subject line of your e-mail.

Applications must be submitted to:

Sustainable Development
North Whiteshell – Seven Sisters District
P.O. Box 9
Seven Sisters Falls, Manitoba R0E 1Y0
Advertisement # 33798
Attn: Greg Legall, District Park Supervisor
Phone 348-4004, fax 348-4013, email: greg.legall@gov.mb.ca