



Heritage River Recreation & Field Assistant Staff

DEPARTMENT:	Recreation Department Environmental Programs
Wages	Base: \$14.50-\$16.50/hr dependant on qualifications.

JOB DESCRIPTION 2020

As a Heritage Recreation & Field Technician staff, you will work with the Recreation Supervisor and in environmental programs to maintain 56 wilderness recreational facilities, deliver interpretation activities along 100 km of international waterway, and assist in the Scientific (Fish Count and Water Quality) Programs. For the recreation program, you will be based out of our office in St. Croix, NB (near McAdam) but will travel along the length of the river and the tributary lakes of the St. Croix system via canoe, watercraft, and vehicle. The scientific programs you will be based wherever the data collection is taking place. All environmental programs are local.

DUTIES AND RESPONSIBILITIES FOR WORK PERFORMED

1. The employee will be responsible to maintain recreation facilities, as directed by and under the supervision of the Recreation Supervisor on a rotating route schedule consisting of five (5) routes of wilderness campsites, portages, picnic areas and Provincial Parks, to ensure facilities are clean, safe and free from hazards for the various groups and persons that use these facilities from St. Croix to Little Falls, St. Croix to Loon Bay, St. Croix and Spednic Lake to Fosterville, and St. Croix to Grand Falls. These routes are accessed by company truck, canoe or watercraft and require sufficient physical strength and skill to operate the various modes of transportation, lift and carry equipment such as canoes, and the ability to identify hazards, while strictly adhering to safety measures.

Duties include but are not limited to the following:

- Deliver interpretation activities along waterway: You will be the public face of the SCIWC, dealing with boaters, campers, outfitters, and other users of the St. Croix Watershed, and are expected to conduct yourself in a respectful and professional manner and provide users with information or assistance, as reasonable, or direct them to your supervisor.
 - Maintain recreation facilities: You will be helping to maintain the campsites, boat ramps, and accesses to the waterway. This includes tasks such as:
 - Collecting garbage, cleaning fire pits, and lawn care of various campsites.
 - Assisting in structure maintenance, such as minor repairs on picnic shelters, outhouses, signs, etc.
 - Outhouse and vault toilet maintenance and cleaning. This includes stocking facilities with toilet paper, cleaning toilets, and digging new latrines.
 - General lawn care and maintenance, removing hazards such as fallen trees.
 - Loading and unloading canoes, and similar tasks.
 - Provide weekly update of tasks completed at each site and in conjunction with time sheets.
 - Other tasks as assigned.
2. As Field Assistant, you will assist in our scientific data collection project, namely the Anadromous Fish Count and Water Quality Sample Collecting, to provide unbiased data collection by following Anadromous Fish Count - you will have on-site responsibility for operation of the Milltown research trap, enumeration and release of fish at the trap, daily record-keeping, supervision of all volunteer assistants working under your direction and maintain close communication with the NB Power Project Manager about site conditions, fish run characteristics (numbers, behavior, etc.). You will be expected to complete reports that include daily trap record report, daily hoist inspection report, safety tailboard, and others as directed by the Lead Biologist or Executive Director.
 - Water Quality Monitoring—you will have to travel to various sites to collect water samples in accordance with the established guidelines and prepare required documentation.



Community Engagement Participation

Throughout your employment, you will have the opportunity to promote the Commission, its stakeholders, and the work we do by attending various lectures, information sessions or presentations, and/or by participating in a variety of activities dependant on COVID-19 protocols. This includes a variety of opportunities which may include activities such as assisting in the planning of events, presenting to small groups, building a float for a parade, or assisting at a display table.

Work Safety and Protocols

Safety: Strictly adhere to safety measures, as these are intended to protect you, your teammates, and our facility users from injury. Failure to comply with required safety measures will result in your being sent home, unpaid, for the remainder of the day. A third violation warrants dismissal.

- Lifejackets are absolutely always required while on or near open water, such as when in a canoe or watercraft, on a portage or at a dam, or as directed by your supervisor. Seat belts are absolutely required while in or operating a motor vehicle.
- Personal Protective Equipment, including goggles, hard had and safety boots & champs must be worn when operating a chainsaw. Chainsaw must only be operated by individuals that have completed the Chainsaw Safety Course.
- Report all incidents or accidents immediately as reasonably possible, including incidents to self, others, and campers.
- Work in a Buddy System when in the field or on the river.
- Personal Protective Equipment to be worn as directed.

Your safety is our key concern. If you do not feel safe for any reason at all, speak up and discuss with your supervisor.

SUPERVISION AND COMMUNICATION

You will report directly to the Recreation Supervisor and may be required to take direction from management.

Maintain close communication with Recreation Supervisor with respect to campsite conditions, issues, or concerns. Advise promptly of any necessary equipment, sites, or structures in need of repairs or if you have concerns.

CONDUCT

- Harassment, violence, and discrimination in any form are not tolerated.
- Maintain respectful interactions with campers, staff, stakeholders, and others.
- Strictly adhere to safety measures.
- Employees are to wear work uniform while on duty and to wear your name tag when attending a work function. Be cognoscente that what you post on social media could reflect badly on the Commission and professionalism is recommended.

REQUIRED SKILLS:

- Able to swim and operate a canoe.
- Able to read and write in English.
- Proficient with Microsoft Excel and Word.

ADDITIONAL NOTES

- Must be eligible to work in Canada and the United States, hold a valid passport or Nexus card, as your daily duties will involve working in both countries.
- Physically fit (moderate to heavy lifting, walking, canoeing).
- Have a valid driver's license and own transportation.
- Criminal Record Check required.

To apply email cover letter and resume to: programs@stcroix.org