



COMPETITION for TERM EMPLOYMENT

This process is intended to fill an existing vacancy and may be used to fill anticipated vacancies with the same work description, location, language requirements.

Position Information	
Position Title	Technical Services Officer
Generic Work Description Title	Technical Services Officer
Classification	EG-04
Location	Riding Mountain National Park
Business Unit – sub-unit	Riding Mountain Field Unit
Language Requirement	English Essential
Type of Employment	Term
Duration	To December 31, 2015 with possibility of extension
Rate of Pay (Based on full time year-round employment)	From \$ 56,007 to \$68,140 per year (under review)
Work Profile	Provides and/or supervises technical services to support a planned asset management program in a field unit.

Staffing Process	
Area of Consideration	<ul style="list-style-type: none">Persons working and residing within a 50km radius of Wasagaming, Manitoba.

General Information	
Selection Process Number	20141119-PKS-RMFU-OC-386
Closing Date	Applications must be received on or before December 8, 2014 CST at 4:00 PM.
General Enquiries	Dwight McMillan Riding Mountain National Park, Wasagaming, MB RoJ 2H0 email: Dwight.McMillan@pc.gc.ca Telephone: (204) 848-7214
Submit your application to:	Shelley Neustater By e-mail at RMNP.HR@pc.gc.ca or By fax to 204-848-2596
Your application should clearly demonstrate that you meet all the requirements for the position and must include:	<ul style="list-style-type: none">your résumé;your <u>cover letter</u> demonstrating clearly how you meet the requirements of the position;identifying your priority status in your cover letter, if





	<p>applicable;</p> <ul style="list-style-type: none">• indicating your preferred official language for correspondence and assessment;• your personal record identifier (PRI);• a copy of proof of education and drivers license. <p>Applicants must clearly demonstrate in their <u>cover letter</u> how they meet the Education and Experience criteria listed in the Statement of Qualifications (see below). Applicants must list both of these factors in their <u>cover letter</u>, and then write one or two paragraphs for each demonstrating how they meet these factors by providing concrete examples. Please note that it is not sufficient to only state that these factors are met or to provide a listing of current or past responsibilities. Resumes will be used as a secondary source to validate the experience described in the <u>cover letter</u>.</p> <p>Failure to clearly demonstrate in your <u>cover letter</u> how you meet the Education and Experience factors found on the Statement of Qualifications (see below), may result in the rejection of your application.</p> <p>Normally, applicants will not be solicited for incomplete or possible missing information.</p>
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Statement of Qualifications	
Language Requirement	English essential
Education	Graduation from a post-secondary institute with a technology diploma in one of the following specialties: architectural, building, construction, civil, electrical, mechanical or structural or an acceptable combination of education, training and experience.
Experience	<ul style="list-style-type: none">• In development and administration of technical specifications, statements of work and criteria for construction contracts, equipment maintenances and building repairs• In working in a collaborative environment with diverse groups (e.g. cross functional, other government departments, NGO's, partners and clients)• In conducting inspections and monitoring capital projects including reporting on and record keeping• In the management of financial resources• In leadership and management of human resources.• In working effectively with diverse contractor and staff trades groups including conflict resolution.• In contract and program management.• Recent experience in re-development of a campground with multi-functional facets.• In working in a municipal setting/ environment.
Knowledge	<ul style="list-style-type: none">• Of Parks Canada mandate, including Ecological and Cultural resource considerations.• Of project management concepts, principles, practices and techniques





	<ul style="list-style-type: none">• Of current codes, standards related to the construction, operation and maintenance of contemporary and cultural assets including buildings, infrastructure, radio communications, and trails. Of legislation, regulations and policies governing occupational safety and health• Of AutoCAD systems, spreadsheets and databases• Of Asset management principles such as life cycle analysis and deferred maintenance.• Of project planning techniques including cost estimating and budgeting• Of emergency management principles• Of technical subject matter relevant to the re-development of the Wasagaming Campground in Riding Mountain National Park.• Of municipal service at a technical level pertaining to road surfacing, water, waste water and electrical distribution.
Abilities	<ul style="list-style-type: none">• To conduct work site inspections• To work independently and in cross-functional teams• To work in a high pressure environment• To organize work on multiple projects• To communicate effectively orally and in writing including presentations to management
Personal Suitability / Leadership Attributes	An effective leader who exercises sound judgment, personally connects with people, demonstrates integrity, strives for excellence, is steady and reliable and has a strong work ethic.
Conditions of Employment	<ul style="list-style-type: none">• Possession and maintenance of a Reliability security clearance;• Possession and maintenance of a valid Class 5 Driver's License
Operational Requirements	<ul style="list-style-type: none">• Willingness to work weekends and overtime if required• Willingness to wear appropriate safety clothing and equipment• Willingness to travel and work in a variety of terrain and weather conditions (i.e. to travel to work over roads closed to the general public and to work in the back country as required.)• Willingness to report to work at Riding Mountain National Park, MB• Willingness to wear a Parks Canada uniform

Selection Process Notes

Parks Canada is committed to the principles of diversity and employment equity under the *Employment Equity Act*, and strives to ensure that our workforce reflects the diverse nature of Canadian society. We encourage women, Aboriginal peoples, persons with disabilities and members of a visible minority group to self-identify in their cover letter.

The Public Service of Canada is committed to developing inclusive, barrier-free selection and appointment processes and work environments. If contacted in relation to this process, please advise the organization's representative of your need for accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner.

In accordance with paragraph 8(2)(a) of the *Privacy Act*, information or material, whether provided





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directly by the candidate or otherwise obtained by the selection board, used during the selection process for the purpose of assessing a candidate may be used as part of the selection review and recourse processes. Such relevant information may be provided to third parties, such as other candidates or their representatives, who have a legitimate reason to be aware of that information.

