



Falls Reserve  
CONSERVATION AREA



## **Park Security / Maintenance Worker**

Seasonal Position (April 2024 to October 2024)

### **Position Summary:**

The Maitland Valley Conservation Authority (MVCA) invites applications for a seasonal security position at Falls Reserve Conservation Area. Reporting to the Conservation Area Superintendent, this position is responsible for performing security and enforcement duties along with routine facility and ground maintenance, and operation of the gate while providing quality customer service. This position provides great experience for future applications to law enforcement positions. This position runs approximately twenty-seven (27) weeks in length.

### **Qualifications/Skills:**

- Must be enrolled in post-secondary education in policing or security related discipline
- Possess or be willing to obtain Private Security and Investigative Services Act License
- Valid Standard First Aid and CPR certification
- Familiarity with Maitland Conservation as well as the *Conservation Authorities Act, R.R.O. 1990, Reg. 117 Conservation Areas*
- Excellent communication and interpersonal skills
- Ability to keep accurate records
- Excellent organizational and time management skills
- Ability to work independently with minimum supervision
- Must have valid Ontario Driver's License (minimum G2)
- Ability to perform in a team environment
- Basic computer skills (training will be provided)
- Experience with point-of-sale and cash handling is an asset
- Ability to perform manual labour outdoors
- Ability to perform washroom cleaning
- Some experience with operation of power equipment such as lawn mower, trimmers and other grounds-keeping equipment is an asset
- Must be available to work flexible hours such as evenings, weekends, and holidays
- Must be willing to commit to the full duration of the work assignment

### **Duties and Responsibilities:**

- Clearly communicate and enforce applicable Conservation Area rules and regulations
- Respond to complaints and provide effective and courteous customer service
- Operate gatehouse and reservation system when required
- Assist with day-to-day operational duties such as cleaning washrooms, grass cutting, fleet vehicle cleaning
- Keep the Park Superintendent and Assistant Superintendent up to date on issues and complaints
- Abide by all Maitland Conservation policies and procedures, including those related to health and safety, and use all required personal protective equipment (PPE)
- Perform other duties as assigned

**Requirements:**

- Must be available to work flexible hours including evenings, nights, weekends, and holidays.
- Valid Ontario Class G or G2 Driver's License is required
- Must provide police issued "Criminal Record and Judicial Matters Check".

**Work Environment and Conditions:**

All successful applicants must possess their own Green Patch CSA approved safety boots, be able to work outdoors in all weather conditions and be available to work the duration of the season. Some heavy lifting is required. Maitland Conservation will provide uniform shirts and pants.

**Training:**

Maitland Conservation offers comprehensive health and safety training including on the job training for the operation of grounds maintenance equipment, WHIMIS, First Aid, Health and Safety Training.

**Location:**

Falls Reserve Conservation Area - located at 80900 Falls Reserve Line, Benmiller, Ontario; a 230-acre property situated in the lower Maitland River valley consisting of 170 campsites with both seasonal and transient overnight camping and day use amenities.

**Work Period:**

- Early April to Thanksgiving weekend 2024 (work schedule provided)
- 37.5 hours per week, with availability on weekends and holidays

**Wage:**

\$18.80 per hour (OMERS pension plan eligibility)

**Application Deadline:**

Monday, April 1, 2024, or until all positions are filled

**To apply:**

Please send a cover letter and your resume in a single PDF or MS Word document addressed to: Jason Moir, Maitland Valley Conservation Authority, email [jmoir@frca.on.ca](mailto:jmoir@frca.on.ca) (Subject: Security/Maintenance).

We thank all applicants for their interest, however only those being considered for an interview will be contacted. Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Maitland Conservation is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, Maitland Conservation is committed to providing accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability related accommodations, please notify us in advance and we will work with you to meet your needs.