



## Intern

### Parks Services and Infrastructure – Program Assistant (2678)

Posting Id	2678
Number of Positions	1
Department	Community Services
Division	Public Works Operations
Shift	Monday to Friday
Rate of Pay	\$19.05 - \$25.05 Hourly
Job Length/End Date	4 months
Job Type	Temporary Full Time
Posting Type	Internal and External
Posting Date	07/31/2024
Application Deadline	08/15/2024

### Position Summary

Reporting to the Parks Technician, this position will assist in the development, coordination and implementation of core programs and projects aimed at parks maintenance, infrastructure repairs, and park construction projects. Additionally, the Assistant will assist in parks infrastructure asset management planning, inspections, asset inventory, data analytics, and quality assurance activities.

### Key Duties and Responsibilities

- Assist in informing the capital budget process by performing inspections of park assets, developing inventories, assessing asset conditions, and developing inspection criteria.
- Assist in data gathering, data analysis and compiling work order maintenance reports and asset information for annual program planning, operating and capital budget planning.
- Assist in coordinating park repair and maintenance programs:
  - Create and update asset maintenance information geographically (mapping)
  - Carry out asset inventories, develop criteria, database management, analysis, research and monitoring.
  - Investigate and assist with enquiries from the public on park related issues.
  - Assist in general assessments of various park facilities' structural condition.
  - Assist with the development and implementation of detailed maintenance plans including site inspections and monitoring.
- Support the Parks Services and Infrastructure team in preparing maintenance plans, communications, education and outreach material, and training.
- Assist in delivering special projects and park maintenance contracts, including developing terms of reference, monitoring contract payments, and auditing contract activities as a quality control.
- Assist with program administration, implementation planning and reporting.

### Duties and Responsibilities Cont'd

- Assist with the development of plans, studies, guidelines, and standards for City-lead capital projects.
  - Conduct preliminary research, benchmarking, GIS data analysis, mapping and reporting for City-lead studies, plans and capital projects.
  - Assist the project manager to review and compile draft comments from multiple stakeholders.
  - Assist with preparation and/or delivery of meetings, stakeholder consultation, council and ELT presentations etc.
- Attend and/or manage public engagement events during and outside of the regular work week.
  - Participate as staff support for public engagement events as required.
  - Represent the City as a community liaison at agency, partner and community lead environmental events, meetings, workshops, forums etc.
  - Prepare educational content and material for City publications, outreach material, social media and community Centre displays.
- Carry out research, monitoring and technical assistance to the Manager and other Park Operational staff
- Other duties as assigned.

### Education and Experience

- Recent graduate or senior student working towards a four year University Degree in a field related to environmental studies, Park management, landscaping architecture, GIS, project management, or municipal administration discipline.
- Up to 3 years related experience

- Understanding of Canadian Safety Standards, environmental policies, federal and provincial legislation and familiarity with project management principles
- Experience in a municipal environment is considered an asset

### Required Skills/Knowledge

- Proficient in Microsoft Office Suite
- Experience with ArcGIS, ArcPro and Field Maps
- Experience with Maximo would be considered an asset
- Knowledge of Ontario Health and Safety Protocols and policies
- Basic knowledge of, and demonstrated experience in applying, the principles of park maintenance operations, municipal administration, and park facilities management.
- Ability to read and interpret detailed park design and engineering drawings
- Basic project management and problem solving skills
- Good organizational skills with the ability to meet deadlines
- Ability to work with minimal supervision
- Team player with effective interpersonal skills
- Strong written and verbal communication skills
- Experience working in diverse stakeholder environments
- Experience coordinating/facilitating events would be an asset
- Demonstrate the City's corporate values
- Comfortable working outside (fieldwork)
- Possess your own CSA certified steel toe safety boots for fieldwork
- Standard First Aid and CPR certification would be considered an asset
- Possess a valid Ontario Class "G" driver's license
- Provide own transportation to conduct field monitoring activities when required (mileage compensated)
- You will be required to provide proof of vehicle insurance

### Leadership Competencies

- Builds people and culture
- Cultivates open communication
- Demonstrates personal leadership
- Navigates and leads through complexity and change
- Shapes the future

**Attention Internal Candidates:** All current City of Richmond Hill employees are required to apply via the [‘View Jobs for Current Employees’](#) link on the [City’s Careers Page](#).

We thank all candidates for their interest, however, only those under consideration will be contacted.

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.