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Visitor Facilities Attendant

[Share this page](#)**Reference number:** CAP17J-013460-000105**Selection process number:** 2017-CAP-CBC-PR-OC-107

Parks Canada - Coastal BC Field Unit - Pacific Rim National Park Reserve
Pacific Rim (Ucluelet) (British Columbia)

GS-BUS-02

Temporary (July to August)

\$17.59 to \$19.12 per hour (Currently under review)

For further information on the organization, please visit [Parks Canada -
Coastal BC Field Unit](#)

Closing date: 9 May 2017 - 23:59, Pacific Time

Who can apply: Persons residing or employed in Ucluelet, BC and within a 70 kilometre radius of Ucluelet, BC, within Canadian territory, extending to, amongst others: Tofino, Port Alberni and Bamfield, BC.

Parks Canada Agency considers applications from all individuals who have legal status to work in Canada and does not give preference to Canadian citizens. Please indicate in your application the reason for which you are entitled to work in Canada: Canadian citizenship, permanent resident status or work permit.

[**Apply online**](#)

Important messages

The hiring organization will accept job applications in various formats.

Applicants are strongly encouraged to submit their application on-line to take advantage of the many benefits in using this electronic recruitment system.

Some of these benefits are that:

- Applicants can create a profile and a resume that can be used when applying for other processes without having to recreate a new application each time.
- Applicants can modify their application/resume at any time BEFORE the closing date indicated on the job advertisement.
- Applicants can verify the status of their applications, at any time.
- Applicants can be notified electronically of tests or interviews and results.
- For some jobs, applicants will find important information, namely the job questionnaire and a complete statement of merit criteria that are only available when applying on-line.
- Persons who are unable to apply on-line can: fax it to (250) 654-4044, or email it to CoastalBC.HR@pc.gc.ca

Duties

Provides general maintenance, repair and labour services to support grounds, roads and facilities maintenance; construction and installations; and other general maintenance and repair requirements for the Parks Canada Agency.

Work environment

Parks Canada is a federal government agency responsible for the protection and presentation of Canada's outstanding natural and cultural resources through a system of national parks, national marine conservation areas and national historic sites in all regions of Canada.

Intent of the process

The immediate need is to a staff temporary full-time position from July to August 2017, at Ucluelet, BC.

A qualifying list will be established, and may be used to fill similar positions of various tenures: seasonal, temporary, full-time, part-time) and various locations in Pacific Rim National Park Reserve.

Positions to be filled: Number to be determined

Information you must provide

Your résumé.

You must meet all essential qualifications in order to be appointed to the position. Other qualifications may be a deciding factor in choosing the person to be appointed. Some essential and other qualifications will be assessed through your application. It is your responsibility to provide appropriate examples that illustrate how you meet each qualification. Failing to do so could result in your application being rejected.

In order to be considered, your application must clearly explain how you meet the following (essential qualifications)

Experience in providing cleaning services in a commercial or institutional environment.

Experience in maintaining/restocking supplies.

Experience in performing minor operational maintenance tasks (e.g., replacing light bulbs, tightening door handles and hinges).

The following will be applied / assessed at a later date (essential for the job)

English essential

[Information on language requirements](#)

Knowledge of how to read and follow instructions for the use of cleaning products.

Knowledge of how to apply health and safety procedure at the work site.

Client Focus – Providing service excellence to internal and/or external client (Responds to immediate client needs).

Concern for Safety – Identifying hazardous or potentially hazardous situations and taking appropriate action to maintain a safe environment for self and others (Follows health and safety guidelines).

Decision Making – Making decisions involving various levels of risk and ambiguity (Makes decisions based solely on rules).

Enforcement – Understanding and applying enforcement policies to detect violations of legislation, identify conditions and/ or persons responsible, and take appropriate action (Explain relevant enforcement policies).

Initiative – Dealing with situations and issues proactively and persistently, seizing opportunities that arise (Identifies immediate action needed).

Exercises sound judgment.

Personally connects with people.

Takes responsibility.

Communicates effectively - orally.

Strives for excellence.

The following may be applied / assessed at a later date (may be needed for the job)

The position requires the incumbent to:

Conduct repetitive tasks.

Stand, bend, stretch and work from ladders.

Lift supplies, tools and equipment such as buckets.

Dust and wash walls and windows.

Pick up litter and trash.

Travel to various outdoor sites with some exposure to weather elements.

Be exposed to noxious odours from cleaning products.

Be exposed to minor injury when performing cleaning and maintenance activities.

Occasionally demonstrate tasks to others.

Wear a Parks Canada uniform and personal protective equipment, and abide by uniform policy.

Conditions of employment

Reliability Status security clearance

Possess and maintain a valid Class 5 driver's license

Other information

Persons who have a priority entitlement as defined by the Parks Canada Agency Priority Policy and Guidelines will be considered first.

Interviews will be conducted – Written test(s) may be administered - Reference checks will be conducted.

The work description is available on request.

You will be required to show how you demonstrate the essential qualifications (i.e. Education, Experience and/or Occupational Certification) for the initial screening through your resume, cover letter, and/or in answering online screening questions. It is NOT sufficient to only state that the qualifications are

met or to provide a listing of current or past responsibilities. Rather you must clearly demonstrate HOW, WHEN, and WHERE the qualification was met through substantiated by examples. Information on your described skills, experience, etc. provided in a cover letter or screening questions should be supported by your resume. Failure to provide the above information in the format required may result in your application being rejected from the process.

The Parks Canada Agency is established as a separate employer in the Federal Public Service under the Financial Administration Act. Persons appointed to the Agency continue to be part of the Public Service. The Parks Canada Agency operates under its own human resources framework outside of the Public Service Employment Act and in line with values of fairness, competence and respect, and its operating principles.

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

Persons who have received pay in lieu of unfulfilled surplus period, a Transition Support Measure (TSM) or an Educational Allowance and are re-appointed to the Parks Canada Agency are required to reimburse an amount corresponding to the period from the effective date of such reappointment or hiring, to the end of the original period for which the TSM and education allowance was paid. Please contact CoastalBC.HR@pc.gc.ca if you are one of these individuals to find out how this applies to your particular situation.

Persons who are in receipt of a Canadian Government Public Service pension and are considering this employment opportunity with the Parks Canada Agency, should contact the PWGSC Public Service Pension Centre (1-800-561-7930) in order to determine the impact of an appointment on their pension benefit entitlements.

Please submit your completed application, including all of the above-mentioned documentation. Failure to do so may result in your application being rejected.

The Public Service of Canada is committed to building a skilled, diverse workforce reflective of Canadian society. As a result, it promotes employment equity and encourages candidates to indicate voluntarily on their application if they are a woman, an Aboriginal person, a person with a disability or a member of a visible minority group.

The Public Service of Canada is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the Public Service Commission or the departmental official in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

We thank all those who apply. Only those selected for further consideration will be contacted.

Contact information

Richard Giele, Visitor Services Team Leader

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[Apply online](#)

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2017-03-09