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Employment Opportunity

Gatekeeper/First Aid Attendant

Integrated Water Services – Watershed Protection

Competition	20/052
Status	Regular Full time
Hours of Work	80 hours bi-weekly
Rate of Pay	\$32.07 per hour (2016 rates)
Review of applications begins	4:00pm on April 10, 2020

Summary

Under the general direction of the Senior Supervisor, Watershed Security and Emergency Response, the Gatekeeper/First Aid Attendant carries out activities primarily related to controlling and monitoring access to the Greater Victoria Water Supply Area and providing workplace first aid. This position may be required to work weekends and/or early/late shift to meet operational needs. This position is based on an 8 hour workday, with a 30 minute lunch break, with start/end times based on operational needs, including seasonal requirements.

Duties & Responsibilities

- Ensures assigned activities are carried out in a manner that protects water quality as the prime objective. Notifies supervisor of any potential environmental risks and takes immediate action when necessary.
- Ensures that all work is performed safely, always complying with established safety and safe work policies, practices, legislation and regulation. Reports all unsafe work activities or conditions immediately to the supervisor/manager, and takes appropriate remedial action immediately.
- Works in a combination of field and office settings. At times, outside work will be carried out under adverse conditions in a physically demanding environment.
- Monitors the radio as the key field contact and performs worker safety checks according to CRD Safe Work Procedures.
- Administers first aid to CRD employees and others working or visiting the GVWSA.
- Updates, inspects, maintains and stocks first aid kits, equipment and supplies.
- Operates and maintains the Emergency Transport Vehicle and/or Mobile Treatment Centre according to CRD policy.
- Plans and delivers first aid training and scenarios, as required.
- Monitors, inspects, records and ensures only authorized, properly equipped and oriented personnel enter the GVWSA.
- Inspects vehicles and equipment entering the GVWSA. Assists in cleaning and decontaminating vehicles, vessels and equipment.
- Informs and orients persons entering the GVWSA to advise of hazards, assure familiarity with entry and radio procedures, safety policies and emergency response procedures.
- Escorts contractors, researchers, vehicles carrying hazardous materials, and others on GVWSA roads as requested.
- Assists with GVWSA Bylaw enforcement.
- Provides assistance in the event of a GVWSA emergency, as required.
- Monitors and responds to the video surveillance system. Assists with the administration of the video surveillance system, as required.
- Coordinates GVWSA portable radio inventory and issues radios.
- Carries out basic landscaping and maintenance tasks.
- Provides fire watch duties, as requested, and responds to reports of dangerous and domestic animal reports.

- Assists with spill response, as required.
- Maintains Safety Data Sheets for the WHMIS program, as required.
- Enters, edits, and maintains authorized GVWSA entrants and key data in security software. Prepares and summarizes entry reports, as required.
- Conducts monthly safety inspections of vehicles, heavy equipment and facilities.
- Assists with data entry, time entry, and pcard coding as well as other administrative tasks, as required.
- Performs weekend and other security/protection patrols, and duties and carries out inspections as required.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

Qualifications

- Diploma in related discipline such as criminal justice, watershed management, environmental conservation, forestry, environmental science and two years directly related experience, including security experience. An equivalent combination of education and experience may be considered.
- Occupational First Aid Level 3 certification and related first aid experience in an industrial and wilderness setting.
- Instructor certification for Occupational First Aid Level 1 and Transportation Endorsement, or willing to obtain. Instructor certification for CPR, or willing to obtain.
- Industry Canada - Restricted Radio Operator Certificate with Aeronautical Qualification, or willing to obtain. Confined Space Awareness training
- Related search and rescue experience and knowledge
- Experience working with the public in an enforcement role; bylaw enforcement experience and training
- Excellent communication (verbal and written) skills with the ability to deal tactfully, courteously and effectively with staff, contractors and the public.
- Safe operation of 4W drive vehicles (minimum Class 5 BC Drivers Licence)
- S100 Fundamentals of Fire Fighting and S185 Safety and Fire Behaviour
- Incident Command System Level 100 certification.
- Hazardous Materials Spill Response and WHMIS certification
- Basic technical writing skills.
- Skilled in use of office computer applications (e.g. MS Word, Excel, Enterprise Resource Program (such as SAP) and databases).
- Basic survey and map interpretation skills as well as the ability to accurately record field notes.
- Ability to work effectively in a group environment or individually with minimal supervision.
- Must be physically fit and able to perform a variety of heavy manual outdoor works in all types of weather conditions.
- Must meet and maintain respirator fit test requirements.
- Practices and maintains optimum personal hygiene and proper work habits to guard against damage, loss and/or contamination of water stored or supplied by the Department.

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under "[Careers](#)".

The CRD thanks you for your interest and advises only those candidates under active consideration will be contacted.

