

## FIELD SERVICES ASSISTANT

### FUNCTIONS AND RESPONSIBILITIES

Under the supervision and direction of the General Manager of Environmental Services or designate, the Field Services Assistant assists the Environmental Services Manager in performing various functions of the Environmental Services Department.

### DUTIES

- Perform various functions of the Environmental Services Department.
- Assist in completing efficacy monitoring, inspecting properties, identifying infestations, and manual control of invasive plants.
- Participate in the Invasive Alien Plant Program (IAPP) training, and use the program to record inventory, plan work, and enter monitoring efforts.
- Assist in the public weed report response process, by responding to, and providing educational materials to private property owners and occupiers regarding invasive plant control, management and prevention.
- Assist with the communication of public education programs for the invasive plant, parks, and solid waste programs.
- Weekly inspections and maintenance of PRRD regional and community parks including mowing, whipper snipping, waste and recycling collection, and washroom cleanliness.
- Maintain records of all inspections.
- Purchase supplies as approved.
- Communicate any identified issues to supervisor.
- Other duties as required.

### QUALIFICATIONS/EXPERIENCE

- Experience with invasive plant identification and management.
- Experience with parks maintenance activities.
- Good knowledge of the regional geography.
- Familiarity with GIS mapping, GPS units, and Tablets.
- A valid Pesticide Applicator Certificate for Industrial Vegetation and Noxious Weeds within 30 days of being hired.
- A valid Class 5 Drivers' Licence must be maintained.
- WHIMIS.
- Criminal Record Check.
- Ability to independently carry out the work to be performed, as instructed by the supervisor.
- Ability to work irregular hours in all weather conditions.
- Ability to travel and stay in remote locations.
- Ability to maintain records and maps.
- Ability to take direction and work in a team situation.
- Ability to deal effectively with the public.

---

*The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position*