

Technical Service Coordinator I

Reference number:
Selection process number:

Parks Canada - Experience Canada by joining the Parks Canada Agency!
Alma (New Brunswick)
EG-05
\$70,088 to \$85,272 (currently under review)

For further information on the organization, please visit [Parks Canada](#)

Closing date: (3 weeks posting period)

Who can apply: All persons who have legal status to work in Canada. Please indicate in your application the reason for which you are entitled to work in Canada: Canadian citizenship, permanent resident status or work permit.

Important messages

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact information below to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

[Assessment accommodation](#)

Duties

Parks Canada is currently seeking a highly qualified candidate to fill the position of Technical Services Coordinator for the New Brunswick South Field Unit. As a Technical Services Coordinator, you will be responsible for providing project management services and asset maintenance services including expertise, advice, and guidance in the planning and managing of multiple construction or maintenance projects related to built assets.

This position is critical to the continued delivery of maintenance and infrastructure operations within Fundy National Park, St. Andrews Blockhouse National Historic Site, Carleton Martello Tower National Historic Site, and St. Croix International Historic Site (Canada).

This Technical Service Coordinator I position directly supervises the electrician, mechanic, water operator and trades labour functions for all fleet and infrastructure work for Parks Canada in Southern NB. This position is required to

routinely manage capital projects from the Idea Generation phase to the Closing phase, or act as the on-site coordinator for off-site project managers.

Duties include:

- Manage a team composed of an electrician, mechanic, building systems technician, plumber, water operators and trades support labourer's, including all aspects of training, performance management, resolving issues, and ensuring effective communication.
- Manage and oversee construction and maintenance projects for built assets.
- Develop and administer technical specifications, statement of work, maintenance plan, code complaint inspection, cost estimates, criteria for construction contracts, and building repairs for internal projects and contracted services.
- Conduct inspections of assets, assess their condition and risks, and identify required remedial work.
- Provide project management expertise in the planning, organizing, and execution of maintenance and recapitalization projects at the site level.
- Analyze and synthesize complex information, including technical drawings and specifications.
- Develop and prioritize project lists and prioritize work defects and work orders in a collaborative fashion with diverse user groups.
- Being present on work sites and directly contributing to the successful completion of work tasks through your subject matter expertise.

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.

The Asset Team in Southern New Brunswick consists of a variety of seasonal and year-round positions which are responsible for all maintenance and operational support related to infrastructure. The team consists of multiple sections including:

- Asset Management Office
- Structural Section
- Grounds & Trail Maintenance Section
- Road Maintenance and Operations Section
- Electrical/Mechanical Section
 - Water/Wastewater Section

This position would lead the Electrical & Mechanical Section including the water/wastewater section and report to the Asset Manager for Southern New Brunswick. All positions work out of the Maintenance Compound in Fundy National Park, adjacent to Alma, NB. This position would have office space within the Asset

Management Office building. There is an Electrical Shop, and Mechanic Garage in the Maintenance Building.

The majority of work takes place in Fundy National Park where this team supports some unique assets including:

- An electrical distribution system with 26 km of above-ground transmission lines, poles, transformers, and generators, with a diverse below-ground electrical distribution system which supports five campgrounds and associated infrastructure.
- A primary water treatment plant and multiple smaller treatment facilities.
- A full-size outdoor saltwater swimming pool which includes a solar heating system.
- A medium-sized light vehicle fleet, small-sized heavy equipment fleet, and medium-sized utility vehicle fleet.
- A variety of industrial and office-style buildings as well as visitor infrastructure
- Electrical vehicle charging stations
- A large number of roofed visitor accommodations
- Staff housing/residential housing for Parks Canada employees

Those interested in this position should know and understand Parks Canada's Mandate before applying, and have a keen personal interest in supporting this mandate for Canadians.

MANDATE: On behalf of the people of Canada, we protect and present nationally significant examples of Canada's natural and cultural heritage, and foster public understanding, appreciation and enjoyment in ways that ensure the ecological and commemorative integrity of these places for present and future generations.

Intent of the process

The intent of this process is to staff a (1) new Technical Service Coordinator I which can fulfill the duties outlined in the poster on a full time, year round basis.

This process may be used to create a list of qualified candidates to staff similar positions with various tenures, security levels or linguistic (profiles OR requirements) in same or other parts of the country.

Positions to be filled: 1

Information you must provide

Your résumé.

Detailed responses to the questions asked in the online application. Applicants must write one or two paragraphs for each response, clearly demonstrating how they meet the criteria being assessed by providing concrete examples from past experience. Please note that it is not sufficient to only state that these factors are met or to provide a listing of current or past responsibilities. You must state where, when, and how long this experience was gained, with a detailed example of how the experience was applied. If this information is not clear in your responses, you may be screened out by the selection board before the interview stage. Resumes will be used as a secondary source to validate the experience described in the online application questions. Failure to clearly demonstrate how you meet the Education and Experience factors found on the Statement of Qualifications (see below), may result in the rejection of your application. Normally, applicants will not be solicited for incomplete or possible missing information.

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

EDUCATION:

Diploma from a recognized post-secondary institution (minimum two-year program) in a relevant technical field. Example (not limited to): *Mechanical Engineering Technician*.

[Degree equivalency](#)

EXPERIENCE:

Experience in the development and administration of technical specifications, statements of work, and criteria for construction contracts, equipment maintenance, and building repairs.

Experience in inspecting assets, assessing conditions and risks, and identifying required remedial work.

Experience in project management, including the delivery of maintenance and recapitalization projects from planning to execution.

Experience leading crews for inspection, maintenance, or construction activities while implementing applicable Health and Safety rules and regulations.

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

Language Requirements

English essential

[Information on language requirements](#)

KNOWLEDGE:

Knowledge of principles and best practices associated with asset lifecycle management, operations, and maintenance planning. Example (not limited to): *worker order procedures, building condition reports, damage investigation and reporting, shop drawings and recording of repairs*).

Knowledge of current codes and standards associated with the design, assessment, inspection, testing, commissioning, operations, and maintenance of built assets.

Knowledge of theories, principles, and best practices related to the operation, maintenance, and repair of built assets and their components and systems/materials.

ABILITIES AND SKILLS:

Effective oral and written communication skills.

Proficiency in word processing and spreadsheet applications.

Ability to manage project team members and work effectively in a team environment.

PERSONAL SUITABILITY:

Proactive and action-oriented, with a focus on making things happen.

Demonstrates sound judgment in decision-making.

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

Additional Occupational Certification (considered an asset):

Project Management Professional (PMP) or equivalent project management training and experience and certification

Post-secondary diploma, certifications, or designations in construction management, facility management, or property management

Journey person occupational certification as a Water Operator or a Wastewater Operator. Example (not limited to): *Class 2 Water Treatment Certification*

Additional Experience (considered an asset):

Experience in the inspection, assessment, installation and operation of municipal and on-site water and wastewater systems.

Conditions of employment

Conditions of Employment:

Possession of a valid class 5 Driver's License OR personal mobility to the extent normally associated with the possession of a valid Driver's license within the limits of the Treasury Board Policy.

Willingness to wear the Parks Canada uniform, identifier clothing and required safety equipment.

Willingness to work in a variety of weather conditions and terrain for extended periods of time.

Willingness to work shift work, irregular hours, overtime, weekends and/or statutory holidays and provincial/territorial holidays, when required.

Security and Reliability:

Reliability Status security clearance

Other information

The Public Service of Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. We promote employment equity and encourage you to indicate if you belong to one of the designated groups when you apply.

[Information on employment equity](#)

For tips to navigate the application process step by step, refer to the following site: <https://www.youtube.com/watch?v=0GW7P3g9hhl>.

Parks Canada is committed to the principles of diversity and employment equity under the Employment Equity Act, and strives to ensure that our workforce reflects the diverse nature of Canadian society. We encourage women, Aboriginal peoples, persons with disabilities and members of a visible minority group to self-identify in their application.

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

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 are entitled to participate in the appointment process in the official language of their choice.

Travel cost for individuals who are not Federal Public Servants will not be covered.

Preference

Preference will be given to any veteran who was honourably released from the Canadian Armed Forces (CAF) after at least three years of service and is not already an indeterminate public servant. This preference applies for five years following release from the CAF.

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

Contact information

Fundy HR
pc.rhfundy-fundyhr.pc@canada.ca