



Department	Work Area	Position Title	# Weeks	# Hours	Start Date	# of Positions
Community Services	Recreation	Recreation Program Leader	8-9	40	2-Jul-24	4
Plan, organize, and deliver summer camp activities for ages 6-16; Themed activities to provide social, physical, and educational components; Provide healthy snacks. Explore new foods, educate and explore gardens, plant seeds; Provide enjoyable experiences for children; and Problem-solving, resolving conflict and decision making.						
Community Services	Golf Course	Golf Course Attendant	21	Up to 35	6-May-24	5
Provide customer services, answer phones, interact with staff, the public and managers, use cash system; Bookings, selling membership and merchandise, rentals, and supplies; Inventory and sales recording/reporting; Balance & reconcile day-end reporting, report deficiencies, hazards, health & safety concerns; Janitorial duties include cleaning and sanitizing equipment and work spaces.						
Community Services	Golf Course	Golf Course Labourer	23	40	6-May-24	5
Landscape maintenance on fairways, tee boxes, and greens; Mow, irrigation, and operations of lawn care equipment (weed whacker, mower, golf carts, and Clearing brush and debris, emptying trash containers; Clean outdoor washrooms, fill ball washers, repair divots; Rake and groom sand traps; Assist with chemical and fertilizer application, hand watering, and grooming paths/gravel; Leaf blowing and clearing; and Relocate hole locations on greens.						
<b>Position Requirements: Understanding of lawn care, equipment and golf operations.</b>						
Pubic Works	Shop	Mechanics Helper	16	40	6-May-24	2
Assisting mechanic with maintenance/repairs of PWS equipment, including fluid changes; Maintain a clean working environment; Inspection and mainteance of small equipment; and Inspection and maintenance of golf course equipment.						
<b>Position Requirements: Class 5 driver's license with clean driver's abstract, general knowledge/experience in automotive field, and WHMIS certification.</b>						

Public Works	Grounds	General Labourer	8 or 16	40	May 6 or July 2, 2024	12
<p>General Horticulture duties including maintenance on District property;            Operation of small power equipment and tools such as power mowers, weed whackers, brush            Planting, fertilizing, pruning and maintenance of plants and trees.            Completing inspection reports and log books;            Inspection and maintenance of playgrounds and outdoor recreation areas;            Assist with tarring, filling cracks, and pothole patching of roads, sidewalks, bear walks and            Assist with painting and maintenance of roadways and sidewalks;            Assist with catch basin cleaning and value exercising;            Assst with hydrant flushing and maintenance; and            Assst with other general duties as assigned.</p>						
<p><b>Position requirements: Class "N" driver's license, clean driver's abstract, WHMIS, and knowledge/experience with lawn maintenance and tools.</b></p>						
Protective Serv.	Fire Hall	General Labourer	16	40	13-May-24	1
<p>General maintenance of firefighting tools, equipment, and PPE, including necessary paperwork.            Assist in annual fire hose and other firefighting equipment testing.            General maintenance of the animal control facility, the fire training grounds, and the fire hall.            Conduct residential surveys and community audits for the District of Tumbler Ridge Protective Services department.            Assist with the preparation of scenarios for fire training purposes.            Assist the Bylaw Enforcement Officer and other protective services staff.            Represent the District of Tumbler Ridge Protective Services department at community events or on other similar occasions.</p>						
<p><b>Position requirements: Class "N" driver's license, clean driver's abstract, WHMIS, minimum Grade 12 or Equivalent, Additional courses or related experience to the work would be an asset.</b></p>						
<p>The above is NOT an exhaustive list of roles and responsibilities. The list is intended to provide an overview of the roles. Other duties may be assigned based on operational requirements.</p> <p>For further information please contact the Department of Human Resources at:  <a href="mailto:hrcoordinator@dtr.ca">hrcoordinator@dtr.ca</a> Human Resources Department: 1 250 242 4242</p>						