BARKERVILLE
— HISTORIC TOWN & PARK —

Governed by: Barkerville Heritage Trust
14301 Highway 26 East
Box 19, Barkerville, BC V0K 1B0 (www.barkerville.ca)

Job Description: Protection Services Level 1

JOB DESCRIPTION & SUMMARY

Job Title: Protection Services
Classification: Protection Services 1
Position: Casual, Year Round
Anticipated Start Date: November 9, 2026
Closing Date: October 30, 2026, or until filled
Posting: Internal/External
Salary: $27.77/hour plus privileges as dispersed according to the Collective Agreement between the BCGEU and Barkerville Heritage Trust.

Barkerville Historic Town & Park is the largest and most significant living museum and heritage asset in Western North America. It was the centre of the Cariboo Gold Rush whose repercussions through history can still be felt today. The site is owned by the Province of British Columbia and managed on their behalf by the Barkerville Heritage Trust, a non-profit society and registered charity.

With year-round maintenance of an impressive 457 hectares of park surrounding 107 Heritage buildings and 62 Heritage replica buildings, 161 campsites, 4 rental cottages as well as a staff accommodation camp, the Barkerville Heritage Trust employment experience is truly one that will challenge your abilities and provide a constantly changing environment.

Status:

- BC Government Employees Union (BCGEU)

Orientation and Supervision (how the position fits into the company structure):

- Position reports to the Manager of Public programming & Media
- Position works with other Barkerville (BHT) staff, Protection Services, BCWS (wildfire), Conservation Officers, RCMP and Search and Rescue groups as needed.
- Performs all operational duties based upon industry standards and guided by the *Standards and Guidelines for the Conservation of Historic Places in Canada and the BC Heritage Conservation Act* to ensure the continued protection and conservation of Barkerville Historic Town & Park
- Performs all operational duties following the standards for professional conduct as described in the Basic Security Training manual
- Maintains high ethical and code of conduct standards as described in the Basic Security Training manual

The position requires that the following laws, regulations, policies and procedures be adhered to:

- Standards and Guidelines if the Conservation of Historic Places Canada
- Barkerville Landscapes Conservation Plan
- British Columbia's Heritage Conservation Act

- The Workers Compensation Board regulations
- The Barkerville Heritage Trust's policies and procedures
- Adherence to the Job Performance Expectations of the position
- Performs all operational duties based upon industry standards and guided by the occupation health and safety regulations

Main tasks and responsibilities (core duties of the position, including but not limited to):

- Secures premises, personnel and guests by patrolling town and park; monitoring surveillance system; inspecting buildings, equipment, access points; permitting entry
- Watch and respond appropriately to intruders, disturbances, fire, safety hazards, water breaks, flooding, freezing, drainage, building, ground movement, snow, ice, power failure, vandalism, theft, and other threats to public safety and the assets of The Trust
- Occasional basic operation of shop machinery such as tables saws, drill presses, glass cutting tools and power hand tools
- Respond, shut down, troubleshoot and reset fire protection and alarm systems
- Perform monthly fire alarm testing, practice fire suppression and maintain test and practice logs
- Identify, repair, prevent and report conditions that could present a safety hazard
- Garbage collection throughout the site and merchant businesses
- Complete the cleaning rounds in the Welcome Centre washroom facilities.
- Winter maintenance – snow and ice clearing including but not limited to; boardwalks, ramps, stairs, building entrances, roof lines and all site and park areas as needed
- Work in a healthy and safe manner and follow all BHT Health and Safety Guidelines
- Assist Customers and/or staff with minor vehicle issues, complaints and emergencies
- Administers first aid according to circumstances, training and ability
- Performs flexible and varying duties depending on the shifting needs of the organization and its staff members or as directed by Management

Qualifications, Skills, and Abilities (requirements needed to perform the job):

- Grade 12 Graduation
- Ability to work under own initiative with minimal supervision or as a member of a team
- Ability to communicate effectively in both written and oral form
- Ability to use email and electronic communication logs including shift reports
- Ability to understand and follow oral and written instructions
- Good public relations skills
- Hold and maintain a valid Class 5 British Columbia driver's license
- Criminal record check approval
- Ability to perform manual labour duties and to perform the physical job requirements.

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Assets:

- Valid Security License from the Justice Institute of BC or equivalent (Willing to train the right candidate)
- Valid Fall Protection/Fall Arrest certification (when needed will be provided by employer)
- Valid First Aid either Basic or Advanced
- Fire suppression experience
- Experience with human/wildlife conflict resolution
- Valid WHMIS certification

Working conditions (physical environment of the job, including on and off site):

- May be required to wear an approved uniform in the performance of duties
- Work will require walking throughout the site multiple times throughout shift.
- High physical effort in an ever-changing environment during inclement weather (excessive heat and cold, rain and snow, high winds)
- High level of mental attention and concentration required
- Able to work varying shifts to accommodate 24-hour site security
- Available to work with very short notice any time of the day and night
- Wearing appropriate safety footwear is required.
- Ability to lift a minimum of 40lbs

For more information or to send a resume please contact Krista Bolton, Human Resources Manager, Barkerville Historic Town and Park via email at krista.bolton@barkerville.ca**.**