



Employment Opportunity - City Of Port Alberni

Parks Operations Supervisor

The City of Port Alberni is a vibrant community of 17,500 people. Located centrally on Vancouver Island, Port Alberni is a well-served municipality that offers residents affordable west coast living, as well as proximity to oceanfront, lakes, rivers and mountains.

We are currently looking for a **Parks Operations Supervisor** to join a progressive and dynamic organization that provides a full range of programs and services to taxpayers. The successful applicant will report to the Manager of Operations.

Responsibilities:

This position is responsible for all functions related to the operation of the City's parks and green spaces. Specific responsibilities include:

- Supervisory, technical and administrative duties associated with coordinating and directing maintenance operations, and developing new infrastructure
- Planning, coordinating and supervising the work of staff
- Hiring and training staff as required
- Ensuring high standards of effectiveness within the department
- Liaising with community user groups, organizations and the public as required
- Preparing and managing operational budgets

Qualifications & Experience:

- Post-secondary education (degree or diploma), preferably in a field related to Horticulture or Landscape Architecture
- Minimum of 5 years related experience, including supervisory experience
- Previous project management experience
- Knowledge of municipal policies, bylaws, provincial and federal regulations as they apply to the working environment of parks operations
- Thorough knowledge of occupational health and safety standards and practises
- Demonstrated ability working in various computer applications
- Ability to exercise independent judgement while working toward departmental objectives
- Strong interpersonal, communication and team building skills
- Valid Class 5 driver's license for the Province of British Columbia
- An equivalent combination of education, training and experience may be considered

This is an exempt position. A competitive salary is offered in addition to a comprehensive benefit package.

Qualified individuals may apply by forwarding a resume and cover letter by 4:30 pm, Friday, March 24, 2017:

Attention: Krista Tremblay, Manager of Human Resources
By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8
Emailed to: humanresources_resumes@portalberni.ca

We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.



Job Description - PARKS OPERATIONS SUPERVISOR

1. Nature and Scope of Work

This is a supervisory, technical and administrative role in planning, scheduling, coordinating and directing the maintenance operations and development of new infrastructure for all City parks and green spaces under the direction of the Manager of Operations, in accordance with sound practice and applicable policies, objectives and community requirements.

The incumbent is responsible for planning and supervising the work of subordinates engaged in operational and maintenance tasks on parks, playgrounds, recreational areas, gardens and planters, and public green spaces. The incumbent exercises considerable independence of action, judgement, authority and initiative in carrying out the work with the more complex administrative and policy matters referred to the Manager of Operations who reviews work performance in terms of effectiveness of department operations and attainment of desired objectives.

2. Illustrative Examples of Work

- Plans, schedules, coordinates and directs Parks maintenance activities in accordance with sound practices, applicable policies, requirements and objectives.
- Plans, assigns, checks and supervises the work of employees engaged in horticulture, landscaping, mowing, general maintenance and trades tasks.
- Assists in hiring, disciplinary matters, lay-offs and terminations, as well as in processing employee grievances, arbitration hearings and related labour relations matters.
- Prepares reports, records and analysis relative to Parks operations, as required for the Manager of Operations.
- Requisitions parts, supplies and equipment and devises and implements new and/or improved work methods.
- Coordinates the preparation and review of all tender documents related to Parks projects and operations.
- Oversees and liaises with contractors.
- Is responsible for the oversight of inventories of plant materials and horticultural supplies.
- Assists in the preparation of operational and capital budgets for the Parks operations area and monitors the approved budgets.
- Responds to requests, inquiries and concerns from the public as they relate to policy and procedures within the department.

- Performs field inspections and ensures that safeguards are used and precautions observed to ensure the safety and convenience of Parks and green space users.
- Performs other duties as required.

3. **Knowledge, Abilities and Skills**

- Thorough knowledge of municipal policies, bylaws, provincial and federal regulations as they apply to the working environment of parks operations
- Ability to plan, assign, check and supervise the work of staff and hire and train such staff as required.
- Ability to prepare estimates, plans and working drawings, budget submissions, schedules and written records and reports related to Parks operations.
- Ability to liaise effectively with a wide variety of contacts and user groups.
- Thorough knowledge of the occupational hazards of the work supervised and of the required safety standards and practices.
- Ability to support subordinates and/or contractors in applying the principles and practices of horticulture.
- Thorough knowledge of civil construction methods as they relate to parks, landscaping and municipal infrastructure.
- Thorough knowledge of turf management techniques as they relate to parks and sports fields.
- Ability to communicate effectively both verbally and in writing.

4. **Required Training and Experience**

- Post-secondary education (degree or diploma), preferably in a field related to Horticulture or Landscape Architecture
- A minimum of five years related experience, including supervisory experience.
- Proficiency in working in a variety of computer programs and systems including Microsoft Office and parks-related automation systems.

5. **Required Licenses, Certificates and Registrations**

Valid BC Class 5 driver's license