

Town of Wasaga Beach



JOB DESCRIPTION

Department: Public Works	Division: Public Works
Effective Date:	Revision Date: April 16, 2024
Approved By: General Manager of Community Services	Wage Range: \$ 58.72 to \$ 68.69
Hours of Work: 35 Hours	Value Group: 9

JOB TITLE:

Manager, Parks

REPORTS TO:

General Manager of Community Services, Director of Public Works

SUBORDINATE POSITIONS:

Direct: Foremen- Parks, Landscape Architect

Indirect: 3 Administrative Assistants; Approximately 6 Full-Time and 21 Part-Time Employees, including but not limited to: Gardener, Arborist, Lead Hand(s).

JOB PURPOSE:

The Manager, Parks is responsible for the management, supervision and implementation of Beautification programs and construction projects including parks, open space, trails, beautification and horticulture maintenance, associated facilities maintenance, management of community signs and trails, planting/pruning/replanting/removal operations of trees within parks and trails; horticulture displays; parks construction projects; contract administration, staff supervision, site inspection, associated liaison and report writing duties; capital and current budget preparation/recommendation/administration; and resolving concerns related to parks and staffing issues. The main duties and responsibilities for the position are in the areas of parks operations and division administration functions.

TASKS:

% of Time

1. Parks Operations:

75%

- Manage and supervise the implementation of programs related to parks operations, planning and construction activities; formulate and recommend, as appropriate, associated service levels and preventative maintenance programs; ensure documentation and records management; ensure compliance with applicable legislation/regulatory standards pertaining to parks-related systems.

- Manage and oversee the scheduling and implementation of in-house parks construction development and retrofit/upgrade projects including financial forecasting and monitoring to ensure efficient project completion through internal/contracted services, etc.
- Provide technical and detailed comments regarding draft plan of subdivision, site plan submissions and official plan and zoning amendments where necessary on parks development projects including attending meetings on tree preservation matters, landscape standards compliance, playground and spray pad specifications, open space, green infrastructure, etc.
- Manage urban forest resources within Parks; identify and assess risk management issues in parks and open space inventories mitigating potential liability exposure.
- Coordinate remedial actions against potential or existing public health issues regarding Parks, Trails, Open Space and Horticulture (i.e. West Nile Virus, hazardous plants, invasive species, etc.).
- Attend construction site meetings; perform general site inspections and contract supervision and administration during subdivision and park development; ensure work is completed in accordance with approved agreements and contracts including recommending securities reductions/releases and/or securing; coordinate outside contractors to complete deficiencies, when appropriate.
- Plan, map and implement the linear trail system with forecasted financing associated with trail development; conduct short/long-term review of new/existing park land development/rehabilitation projects including monitoring, revising and updating the Parks Master Plan in conjunction with the Director of Public Works.
- Oversee municipal boat launches, including policy and procedure development, risk management and fees associated with services.
- Oversee the horticulture program, including planning and overseeing implementation and maintenance of Town-wide floral displays.

2. Division Administration Functions

25%

- Manage the coordination of work activities and provides operational guidance and direction to division staff.
- Manage division staff, which involves conducting performance appraisals, coaching/mentoring, succession planning, training and development and the application of discipline. Monitor and approve work schedules for division staff while ensuring operational service levels are maintained.
- Assess staffing needs; make recommendations regarding complement amendments and organizational structure; maintain job documentation for division positions; participate in the recruitment processes; and make effective hiring recommendations.
- Ensure employees work in a safe manner, utilize all required health and safety equipment and personal protective equipment, and follow all measures and practices in accordance with the OHSA, as well as division, department and corporate policies and procedures.
- Prepare and recommend annual budgets, long-range forecasts, and business plans for the division. Administer and monitor the approved budget and expenditures related to the division to ensure effective and efficient use of resources and provide expenditure updates/reports to the Director when required.

- Review and evaluate the division's administrative and service delivery processes in collaboration with the department with a view of streamlining/updating practices and fostering excellent customer service. Coordinate with other departments to align programs and/or services to achieve division, department, and/or corporate goals, objectives and initiatives.
- Prepare reports and recommendations; develop, recommend and implement, divisional policies, procedures and other processes and practices within the scope of the job; provide support to the Director including research and special projects completion, as directed.
- Manage capital projects from inception through procurement process to completion.
- Actively participate in the procurement process from, creating documents for tender, analyzing and scoring submissions, awarding contracts, issuing purchase orders and coding invoices for payment.
- Participate in departmental managers' meetings regarding policies and procedures, and formulating decisions.
- Collaborate with and maintain relationships with stakeholders and advisory committees for parks related business.
- In coordination with the Director, identify grants and sources of funding, including partnerships pertaining to Parks construction and development projects, prepare proposals for approval and administer approved funding.
- Work in compliance with the Highway Traffic Act, Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes and departmental policies/procedures/practices and operational guidelines. Ensure that all necessary personal protective equipment (e.g. safety boots, hard hat, reflective vest, gloves, hearing protection, eye protection, etc.) are used and are maintained in good condition.
- Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

QUALIFICATIONS / EDUCATION:

- Degree/diploma in Parks Maintenance, Landscape Technology, Horticulture, Arboriculture or related discipline.
- Thorough working knowledge and experience in municipal parks and trails maintenance/development, spray pads, green infrastructure assets and horticulture construction and maintenance management including weed/pesticide spraying regulations, WHMIS, relevant legislation, Statutes, Acts and Regulations; contract administration; equipment operation and maintenance; horticulture, and arboriculture, Occupational Health & Safety Act, risk management, departmental policies and procedures.
- Excellent administrative, communication, interpersonal, organizational, time management, and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members.
- Demonstrated supervisory success in leading cohesive and motivated teams to meet corporate goals, objectives and initiatives.

