

	<i>Title:</i> <b>Manager of Parks Operations</b>	<i>Date:</i> July 2015
	<i>Department:</i> Engineering, Parks and Environment	
	<i>Classification:</i> Exempt	

## **Nature and Scope**

Reporting to the Director of Engineering, Parks and Environment, the Manager of Parks Operations exercises considerable independence of judgment and action and is responsible for the vision, planning and budgeting for the City's parks, boulevards and natural spaces in accordance with the policies set by Council. The role includes maintenance, construction, repair and landscaping of parks buildings, facilities and playgrounds. The Manager of Parks Operations also assists with the planning, budgeting and implementing of capital projects and other programs in the Parks Operations Division.

## **Illustrative Examples of Work**

1. Plans, organizes, implements, and oversees the maintenance and landscaping of City parks and boulevards; preservation and care of trees and other natural features; floral displays in ornamental gardens and sites; seasonal displays; street banners; and maintenance and renovation of parks buildings and trails. Maintains horticultural standards on City properties.
2. Manages and oversees the day-to-day activities of the Parks Operations Division through site inspections and supervision of Parks Operations staff and contractors to ensure that work is being carried out in accordance with instructions, standards and regulations. Subordinates include Chargehands and members of the horticulture, horticultural maintenance, construction and grasscutting crews. Approves payroll submissions for all Parks Operations employees.
4. Responsible for personnel matters relating to Parks Operations employees including hiring, new employee orientation, training, performance management and evaluation, and discipline. Conducts investigations and represents the employer in grievances and other labour relations matters.
5. Develops Safe Work Procedures for all work related to day-to-day functions of the Parks Operations Division in accordance with Workers' Compensation Board Regulations. Ensures Parks Operations employees are aware of and follow safety standards. Participates on the Joint Health and Safety Committee as an Employer Representative and conducts safety inspections.
6. Develops and implements maintenance schedules, monitors work completed and ensures tasks are accomplished on schedule and within budget, meeting productivity and quality standards. Reviews and improves work methods where required.

7. Reviews maintenance procedures and makes recommendations to the Director of Engineering, Parks and Environment to improve efficiencies. Recommends and prepares cost estimates for projects, prepares and maintains operational reports and records, and approves all material and equipment invoices for the Division.
8. Responsible for implementation of Parks Operations components within related master plans, e.g. the Parks, Recreation and Culture Master Plan, Integrated Pest Management Program, Nature Trail Network Plan and the City's Christmas Light Program.
9. Investigates and recommends new equipment purchases.
10. Assists the Director of Engineering, Parks and Environment with preparation of the annual budget.
11. Monitors the annual operating budget to ensure all expenditures are within allocations approved by Council.
12. Participates in formulating departmental policies and procedures, prepares a variety of administrative reports, correspondence, studies, estimates, programs, schedules and related material.
13. Establishes and maintains effective working relations with a variety of internal and external contacts in providing information and assistance on matters related to the work. Represents the Engineering, Parks and Environment Department at various meetings and on internal and external committees, e.g. the Parks and Recreation Advisory Commission and the Parks and Environment Advisory Committee.
15. Completes a variety of assignments as directed by the Director of Engineering, Parks and Environment.
16. Performs related work as required.

### **Required Knowledge, Abilities and Skills**

1. Considerable knowledge of current best practices and techniques for effective Parks operations and administration.
2. Sound knowledge of the policies, regulations and bylaws applicable to the work performed.
3. Sound knowledge of administrative principles and practices.
4. Ability to analyze data, prepare and evaluate design and technical studies and prepare recommendations and reports within area of responsibility.
5. Ability to establish and maintain effective working relationships with all levels of staff, officials and a variety of internal and external contacts.
6. Ability to prepare specifications, cost estimates, data and statistics.

### **Desirable Training and Experience**

1. University degree or diploma in a related program.
2. A minimum of 5 years' related experience, preferably in a municipal environment.
3. An equivalent combination of education and experience.

### **Required Licences, Certificates and Registrations**

1. Valid Class 5 Driver's License for the Province of British Columbia