

TOWN OF VIEW ROYAL

JOB DESCRIPTION

PARKS SUPERVISOR

Nature and Scope:

Reporting to the Director of Engineering, the Parks Supervisor is a multi-faceted position responsible for the maintenance of the Town's parks and trail systems, Town Hall, grounds equipment, fleet vehicles and general facilities maintenance (excluding the Public Safety Building). The Parks Supervisor will also be responsible for performing a variety of capital project-related tasks; including research, design and project management in relation to parks, facilities and fleet.

Duties and Responsibilities:

1. Plan, coordinate, assign, review and supervise the Parks team
2. Plan, prioritize and monitor the parks and trails annual maintenance programs including but not limited to landscaping and irrigation tasks, playground inspections, minor maintenance, repairs of park assets, equipment and fixtures, paint and graffiti removal, and cleaning of public areas.
3. Review and approve permit requests for parks
4. Engage and coordinate requisitions for materials, equipment, small tools and services from suppliers
5. Coordinate preventative maintenance facilities inspections and repairs of its major systems including emergency generator, heating and cooling systems and elevator
6. Manage and coordinate various contracted services performing general custodial and maintenance duties within facilities
7. Maintain facilities security including keys and alarm systems
8. Perform and coordinate the maintenance, repair, inspection, diagnosis and customization of Town Hall vehicles and equipment
9. Respond to on-site service, emergency repair calls and recalls of Town fleet and equipment
10. Carry out project management duties for various parks, facilities and fleet capital and renewal projects including project business case, design review, cost estimating, procurement review, coordination, inspections, dispute resolution and ensuring projects are within scope, schedule and budget
11. Maintain records of equipment inspection, repair and service
12. Respond to general inquiries and complaints from the public
13. Make recommendations to the Director of Engineering regarding parks, facilities, fleet and/or operational changes required to maintain levels of service
14. Support and perform duties of Parks Workers as needed, including operating and maintaining various hand tools, power tools and various riding mower equipment
15. Be available for after-hours on-call duties (coordination of emergent public works issues) as needed and plan and coordinate the on-call staff and calendar.

Knowledge, Skills and Abilities:

1. Experience in the municipal sector is considered an asset, including knowledge of municipal bylaws, public works, parks and playground maintenance practices
2. Ability to identify and solve complex problems that balance parks maintenance needs and priorities
3. Ability to estimate, track and monitor budgets
4. Knowledge and proven ability to maintain and repair machinery, equipment and tools relevant to the Parks department
5. Experience working in a field environment as it pertains to Occupational Health and Safety Regulations that apply to municipal work
6. Lift and move heavy materials and equipment
7. Understand, apply and lead staff on a variety of horticultural, garden and irrigation maintenance techniques
8. Ability to work well as part of a team and independently
9. Experience with GIS (ArcGIS, Arc Pro) and Microsoft Office Suite
10. Ability to plan, prioritize, and document work effectively
11. Ability to engage and respond to the public
12. Experience in on call duties related to parks, trails, roadways, drainage and sanitary sewer

Required Qualifications:

1. Completion of Grade 12 or equivalent
2. At least five (5) years' supervision experience in a related field
3. Irrigation Tech Level 1
4. Playground Inspector certification
5. Pesticide applicators license
6. Valid B.C. Class 5 Driver's License

Preferred Qualifications:

1. Post secondary courses or accreditation in related fields of jurisdiction
2. Irrigation Tech Level 2
3. Member in Irrigation Industry Association of British Columbia
4. Experience in reviewing SCADA an asset

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties, as assigned, might be part of the position.



Scott Sommerville
Chief Administrative Officer