

Join our team!

Parks and Transportation Supervisor

Municipal Services

Full Time | Permanent

Internal | External

Competition No. MS-23-16

\$38.00 - \$46.74 Hourly



The City of Wetaskiwin

Do you want to be a part of a different kind of local government? We are a diverse, collaborative, and eager team that knows it can be done better and we are doing it! We started by listening to our citizens to get their vision of our community in 50 years, and creativity flowed from there. Wetaskiwin is a collaborative and inclusive place where we can examine our current state, share ideas for making things better; and turn these ideas into actionable plans.

Council's Strategic Plan has us exploring ways to sustain a strong economy, stay safe, focus on community and the environment, while the City's Corporate Business Plan prioritizes a people first philosophy. Our values are Trust, Resourcefulness, and Integrity. We cultivate well-being, through our team's dedication to building positive, trusting, and fulfilling relationships, and we serve the community by partnering in capacity building to cultivate positive relationships which enhance the overall wellbeing of our community.

Located only 35 minutes south of Edmonton and 55 minutes north of Red Deer, the City of Wetaskiwin provides all the amenities and quality of life of an urban-rural center.

The Opportunity

Are you a dedicated and experienced professional with a passion for maintaining essential infrastructure and enhancing community spaces? Do you want to make a positive impact on the lives of our citizens? If so, then this could be the role for you!

Reporting to the Manager of Public Works, the Parks & Transportation Supervisor plays a fundamental part in the maintenance of the City's infrastructure to enhance the quality of life for our citizens and overall community well-being. This position will oversee the operations of the Parks and Transportation service area and will be responsible for ensuring the efficient and effective maintenance and management of city traffic controls, road repair, snow and ice control, drainage network, parks, sidewalks and trails, outdoor sports facilities, green spaces, and the city cemeteries.

Responsibilities

- Manage and supervise the day-to-day operations of the Parks and Transportation service area, ensure compliance with municipal policies, safety regulations and industry standards.
- Coordinate and oversee the maintenance and repair of City roads, including pothole repair, crack sealing, street sweeping, sidewalks and trails, signage, and traffic signals.

- Develop, implement, and monitor comprehensive snow and ice control plans; ensure timely and efficient clearing of roadways, sidewalks, trails, and public areas during winter weather events.
- Coordinate the maintenance, repair, and replacement of parks, outdoor sports facilities, and green spaces, including turf management, irrigation systems, playground equipment, and landscaping.
- Coordinate and oversee the maintenance and repair of the City's storm infrastructure, including catch basins, storm sewers, and drainage ditches.
- Ensure the proper care and maintenance of the city cemeteries, including gravesite preparation, landscaping, burial procedures, and record-keeping.
- Supervise and schedule a team of skilled workers, contractors, and seasonal employees, assigning tasks, monitoring performance, providing training and guidance, and conducting performance evaluations.
- Collaborate with other city departments, contractors, and external stakeholders to plan and execute projects related to parks and transportation infrastructure improvements.
- Develop and monitor budgets, track expenditures, and provide recommendations for cost-effective resource allocation.
- Implement and enforce Health and Safety protocols, policies, procedures, processes, and standards to ensure a safe working environment for employees and the public.
- Maintain accurate records, prepare reports, and submit documentation related to service area activities, including work orders, maintenance logs, budgetary reports, and performance metrics.

Education, Qualifications and Work Experience

- A Diploma in civil engineering with a minimum designation of certified engineering technologist (C.E.T.), or related field/certification. Previous work experience will also be considered.
- Five (5) to seven (7) years of experience in either transportation, parks and/or recreation operations. Candidates with previous experience working in a public sector environment is considered an asset.
- Equivalent combination of education and experience may be considered.
- Previous leadership experience and strong management skills to effectively supervise, inspire and motivate a diverse team of employees.
- Possess and retain a valid class 5 driver's license.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of parks and transportation maintenance practices, techniques, and regulations.
- Strong understanding of road repair, snow and ice control, traffic control systems, landscaping, storm maintenance, turf management irrigation systems and cemetery operations.
- Excellent organizational and project management abilities, including the capability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- Proficiency in interpreting and implementing municipal bylaws, regulations, and Occupational Health and Safety standards.
- Strong computer software knowledge with Microsoft Office Suite of tools and other database and spreadsheet applications
- Effective communication and interpersonal skills to lead the team, liaise with internal departments, contractors, community members, and stakeholders.
- Ability to identify and implement improvements for departmental efficiencies.
- Ability to provide a clear criminal record check and driver's abstract that is satisfactory to the City.

What We Offer

- Benefits (Include Health, Dental, Vision and Life Insurance).
- Pension through Local Authority Pension Plan (LAPP).
- Employee Family Assistance Program.
- 2 Personal Days per Year with Additional Anniversary Day Off.
- Participation in the Earned Day Off (EDO) Program upon completion of probation, based on operational requirements.
- Opportunities for growth within the organization.

Application Deadline and Details

Application deadline:

July 12, 2023

How to Apply:

Please email your resume to hr@wetaskiwin.ca.

The City of Wetaskiwin is an equal opportunity employer. We celebrate diversity and encourage applications from all qualified individuals.

The personal information submitted pursuant to this advertisement will be utilized for this Employment Opportunity only and is subject to compliance with the Freedom of Information and Protection of Privacy Act.

Applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted.