



# PARKS SUPERVISOR

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community. Build your future with a City who was proudly presented the 2023 BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace. Join us and grow your career with an organization that supports work-life balance and professional development.

We are looking for a keen, driven, and ready individual to join our Parks team. Reporting to the Parks Manager, the Parks Supervisor will provide strong leadership overseeing the operational and capital planning, scheduling and implementation of parks maintenance and operations. Plan, coordinate, assign and review construction and repair program for parks infrastructure.

## KEY RESPONSIBILITIES

- Supervise and lead the day-to-day operation and maintenance operations of parks, boulevards, streetscapes, City owned parking lots, sports fields, cemetery, waterfront, and other natural areas
- Supervise and provide direction, coaching, training and guidance to parks operations staff
- Plan, implement and coordinate projects
- Ensure schedules, procedures and established performance and safety standards are met
- Assist with the development and maintenance of the asset management program, including inspection, planning and maintenance of Parks assets
- Oversee the development of CWK Safe Work Procedures and H&S Policies
- Liaise with other department in the implementation of capital and development projects of varying complexity
- Monitor construction progress ensuring adherence to plans, specifications and schedules
- Coordinate and oversee construction with external contractors
- Conduct site inspections at various locations to review work progress and requirements
- Assist the Parks Manager and Director of Engineering/Operations Works with capital and operating budgeting, and long and short term planning
- Work collaboratively with colleagues, developers, and third-party consultants

## REQUIRED QUALIFICATIONS

- Diploma in Natural Resource Sciences or Civil Engineering Technology, or a related discipline
- Project Management Professional Certification preferred
- 5 years related experience, preferably in a municipal government with 2 years progressively more responsible experience, preferably in a supervisory capacity and in a unionized environment
- Valid Class 5 B.C. Driver's License

**Applications are accepted online at [westkelownacity.ca/jobs](https://westkelownacity.ca/jobs).** We thank all applicants for their interest; however only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

**Competition No. 24-36 | Closes August 19, 2024**

**Wage Range \$96,979 - \$114,093**

Human Resources Department  
2760 Cameron Road, West Kelowna, BC V1Z 2T6  
[westkelownacity.ca/jobs](https://westkelownacity.ca/jobs) | 778-797-1000