



Lead, Parks and Open Spaces
Permanent, Full-Time - 40 hours/week
\$75,595.52 - \$94,494.40/annum

Come work with us!

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

What is the Opportunity?

We are currently recruiting for a permanent, full-time **Lead, Parks and Open Spaces** in our Parks and Open Spaces Department.

The Lead provides supervision of staff for the daily Parks and Open Parks and Open Spaces operations. The supervision includes timesheet submission, vacation requests, training and orientation of staff and enforcement of city policy when required. This position also coordinates activities between other departments, taxpayers, user groups and contractors working within the city.

As a member of the City of Leduc's Public Services Team, the Park's Lead is responsible for providing coordination of Parks and Open Spaces operations. This position is primarily responsible for supervising Parks staff while ensuring that the City of Leduc's Park spaces are available and prepared for use by internal, external and community stakeholders. The secondary role of the Lead is to provide supervision and safety training for daily Parks and Open Spaces operations. The Lead also plays a key role acting as a Public Services representative on various project committees.

What will you do?

- Positive mentorship of Parks staff
- Enforce City of Leduc policy and procedures
- Timesheet approval / vacation request approval / scheduling of staff
- Coordinate with other departments on regular maintenance and emergency work
- Keep staff, maintenance and projects on schedule and within budget
- Work with staff to schedule and maintain functional areas of operations securing resources through planning and purchasing when needed
- Coordinate staff and resources to assist the user groups, other departments and taxpayers that are making use of the Parks and Open Spaces
- Coordinate and liaison with various teams, user groups, committees and taxpayers on Parks related projects and maintenance
- Coordinate equipment and staff with other internal groups or departments
- Train new and existing staff on the City's expected customer service levels
- Attend meetings representing the Parks and Open Spaces department interests
- Temporarily take on the acting role of Manager, Parks and Open Spaces when required

What do you need to succeed?

You are the ideal candidate if you have the following:

- Post-Secondary education in a Parks related field
- WHMIS, TDG and OH&S Training
- Standard First Aid
- Valid Class 3 driver's license
- Minimum of 3 years related experience or equivalent work history in all aspects of Parks Operations
- Experience with parks, horticulture, turf and tree maintenance, snow removal and outdoor ice maintenance
- Previous supervisory experience an asset
- Leadership skills with excellent written and verbal communication
- Ability to train / instruct employees on basic operations and City procedures
- Operational experience and high level of competency of Parks related equipment
- Ability to multi-task and prioritize changing workloads efficiently
- Ability to coordinate and plan activities
- The ability to work flexible hours

MyRewards@COL

- Competitive salary
- LAPP pension
- Comprehensive health, dental and wellness benefits, including a generous healthcare spending account
- Professional development opportunities
- Starting at 3 weeks' vacation per year
- Safe office location in a park-like setting
- Free parking
- Annual City of Leduc recreation pass, including access to free drop-in programs

Must be willing to provide a current Criminal Records Check at own expense.

If this sounds like you, please apply through our website at www.leduc.ca/careers

Competition closes at 11:59 pm (MT) on October 7, 2024.