

Supervisor of Parks & Forestry

95 Elm St, 95 Elm St, St. Thomas, Ontario, Canada Req #1021

Date Posted: January 16, 2025



INTERNAL/EXTERNAL

THE CORPORATION OF THE CITY OF ST. THOMAS

Parks, Recreation & Facilities Department has an opening for the following position:

SUPERVISOR OF PARKS & FORESTRY

Permanent, Full Time

Posting #1021-01-25

POSITION SYNOPSIS AND PURPOSE:

Under the general direction of the Manager of Parks & Forestry, is responsible for overseeing the daily operation and supervision of the Parks & Forestry division. Assists and provides input into the development and implementation of long-term resource needs, operational requirements, and strategic plans including the development of new and existing Standard Operating Procedures (SOPs). Is responsible for the supervision, scheduling and oversight of Parks & Forestry employees including recruitment, performance monitoring, and training. Oversees all aspects of the efficient provision of special events within City parklands. This position is responsible for ensuring that activities and operations follow the Occupational Health & Safety Act, all related legislative policies, regulations, corporate policy, and direction.

MAJOR RESPONSIBILITIES AND ACCOUNTABILITIES:

Operational (80%)

- Supervises, coordinates and schedules the daily activities of employees assigned to the maintenance of the City's parks infrastructure, all within approved guidelines.
- Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties.
- Ensures that the quality, timely progression and completion of work projects and service requests are carried out in accordance with Municipal/Provincial standards.
- Responsible for ensuring compliance including training and documentation with technical regulations and legislation i.e. Electrical Safety Authority, Canadian Standards Association Playground Standards, Accessibility for Ontarians with Disabilities Act, Occupational Health & Safety Act, WHMIS, Ministry of the Environment requirements, International Society of Arboriculture best practices, etc.
- Provides technical knowledge on equipment operation and routine maintenance on a broad range of specialized equipment. Coordinates maintenance on parks equipment, as required.
- Prepares daily, weekly, seasonal work schedules, inspection reports and progress reports.
- Develops and coordinates the on-call schedule and duties. Follows up with concerns and provides employees with necessary details for weekend shifts.
- Provides consistent performance management and participates in the evolution of performance standards, training requirements and work procedures. Ensures training for staff are current.
- Arranges for external training when required and maintains employee training records.
- Participates in interviewing, hiring, appraising and training of Parks operations employees.
- Liaises and collaborates with various special event organizers and community groups (i.e. DDB, Volunteer Programs, Special Events organizers).

- Responsible for helping facilitate the planning, coordinating, site preparation, set-up and dismantling and site restoration of all special events held within Parks and open spaces.
- Oversees the coordination and scheduling of contractors to provide effective project implementation and cost control.
- Assists in project management tasks, as assigned.
- Oversees the supervision and use of rental equipment within approved policies to ensure the efficient and timely completion of projects.
- Drafts Council reports related to Parks and Forestry operations, as requested by the Manager of Parks & Forestry.
- Assumes the duties and responsibilities of the Manager of Parks & Forestry during Manager absences.
- Performs other such related duties, responsibilities and functions that may be assigned.

Financial Accountability (20%)

- Aids in the preparation, evaluation and administration of various tenders/quotes related to the operation of City parks.
- Reviews and approves invoices as per the City's purchasing policy.
- Assists in the review of all permits and invoices for Parks facilities and park use ensuring accuracy and compliance with applicable policies.
- Oversees the local purchasing of materials, as required.
- Provides input into the capital and operating budget process, as requested.

Customer Service (Constant and Ongoing)

- Effectively responds to enquiries, concerns and complaints from residents, the public, user groups, senior staff and other departments. Ensures that enquiries and complaints are appropriately investigated and addressed in accordance with corporate customer service guidelines.
- Establishes and maintains an effective network of communication between senior management and subordinate staff, various public and private sector agencies, user groups and constituents and numerous civic and city departments and other levels of government.

Health and Safety (Constant and Ongoing)

- Acts on behalf of the Corporation and shall ensure compliance of the Occupational Health and Safety Act and Regulations and is responsible for the health and safety of City employees.
- Ensures that all Parks' employees receive adequate and appropriate safety and technical training to ensure that work is performed in an effective, efficient, safe and productive manner.
- Ensures that employees use and wear the equipment, protective devices or clothing as stipulated by the City, Provincial, and legislated agencies' procedures, policies and acts.
- Advises employees of the existence of any potential or actual danger to the health or safety of the worker of which the Supervisor is aware.

MINIMUM QUALIFICATIONS:**Education (degree/diploma/certifications)**

- A two (2) year diploma from a recognized college in horticulture, forestry or related area of study.
- Must have or attain a Greenhouse Exterminator License (Ministry of Environment Conservation and Parks) and the Industrial Vegetation Exterminator License (Ministry of Environment Conservation and Parks) within a reasonable timeframe as determined by the Manager.

Experience

- Three (3) years' experience in a Parks/Horticultural environment together with two (2) years of supervisory experience.

Knowledge/Skill/Ability

- Experience working in a unionized environment.
- Exceptional written and verbal communication and interpersonal skills.
- Ability to exchange information, receive and understand instructions.
- Ability to maintain a high level of confidentiality.
- Highly organized with a demonstrated ability to prioritize and meet deadlines.
- Must possess strong organizational, interpersonal and communication skills, with the ability to manage a team of staff in a progressive manner that promotes communication, teamwork.

- Ability to work effectively with co-workers and the ability to work with limited supervision to meet goals efficiently.
- Excellent problem-solving skills and ability to deal with the public with diplomacy and tact.
- Ability to evaluate processes and apply industry best practices to associated divisional areas to achieve operational effectiveness.
- Energetic, motivated, and innovative with excellent time management skills to work in a fast-paced environment and meet or exceed deadlines with quality results.
- Ability to manage and mediate conflict with staff and the public.
- Must be computer literate including knowledge of Microsoft Office software.
- Must be competent within the meaning of the Occupational Health & Safety Act.

Driver's Licence

- Must possess a valid Class "G" Ontario Driver's Licence and access to reliable transportation.

Other

- Satisfactory Police Criminal Record Check.
- Required to work outside and beyond the normal hours of work without compensation.

HOURS OF WORK:

- The normal workweek consists of 40 hours; Monday to Friday; 7:00 a.m. – 3:30 p.m. with a one-half hour unpaid lunch. Must be available when emergencies arise from the on-call staff member (seven days/week 365 days/year).
- The Supervisor position is encouraged to be available to assist staff outside of regular operations hours with issues that they cannot resolve or require additional help with.
- Assumes the duties of the Manager of Parks & Forestry during absences.

WHAT WE OFFER:

- Salary Range: \$80,451 - \$97,788 per annum (Band 12)
- Comprehensive Benefits
- OMERS Pension Plan
- Paid Vacation and Holidays
- Employee Family Assistance Program (EFAP)
- Tuition Reimbursement Program (continuous learning)

Applications must be received no later than Thursday January 30, 2025 at 11:59 p.m.

HOW TO APPLY:

Click the 'Apply Now' button.

Please **IMPORT** and **UPLOAD** your **COVER LETTER AND RESUME** individually (i.e. pdf, word).

ENSURE YOU HAVE ATTACHED ALL YOUR DOCUMENTS PRIOR TO SUBMITTING YOUR APPLICATION.

All prospective employees, volunteers and students will be required to provide an acceptable "Criminal Record Search" as a condition of employment and prior to commencing employment.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

Other details

Pay Type Salary

Apply Now

