



## **PARKS FOREPERSON PARKS AND RECREATION DEPARTMENT**

**NATURE OF WORK:** This is supervisory work assisting with coordinating and directing human, financial, material, and equipment resources within the Parks and Recreation Department. Operating in accordance with municipal policies, procedures and operational standards, the Parks Foreperson will assist in directing staff by scheduling work details, assigning duties, explaining proper procedures, and ensuring quality work and dealing with front line staff work related concerns. The incumbent also works closely with the Parks Superintendents, contractors, the public and special interest groups by providing leadership in problem solving, event coordination, staffing and equipment/facility scheduling for parks. The Foreperson assists in overseeing safety standards and quality control for all parks, facilities and equipment.

*This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.*

*The confidentiality of City affairs shall be respected and practiced at all times.*

### **ORGANIZATIONAL RELATIONSHIPS:**

- Reports to the Parks Superintendent and Parks Superintendent – Field Works.
- Develops and maintains close working relationships with members of Council, departmental managers, supervisors and all City employees to provide parks services and support and assist with parks-related functions.
- Leads and assists with supervision of parks staff.
- Deals with the public with integrity and in a professional and courteous manner.
- Develops and maintains relationships with service providers, external agencies, consultants and associated professional and user groups.
- As a committed member of the leadership team for the City of Charlottetown, the Foreperson acts as a positive role model for all employees throughout the organization in provision of excellent service to our citizens.

### **PRIMARY FUNCTIONS/ACCOUNTABILITIES:**

- Assists the Parks Superintendents in building an effective team and provides direct supervision

of assigned personnel and assists with carrying out other associated responsibilities including performance appraisals, disciplinary measures, monitoring of overtime, holidays, sick days, etc. May participate in the recruitment process.

- Assists with the deployment of personnel related to parks and outdoor sportsfield maintenance as well as outdoor pool facilities, trails, boardwalks and other recreation infrastructure.
- Ensures the safety of all employees and contractors and uses all necessary safety procedures and equipment as required by the Occupational Health and Safety Act.
- Maintains complete and accurate field records of work performed, analysis of same and recommendations for improvement.
- Assists with monitoring and inspecting lands and properties to determine maintenance needs as required. Ensures proper functioning of systems including plumbing and heating systems, and seasonal shutdowns for buildings.
- Assists to ensure that maintenance and safety standards are followed for care of trails, and park facilities for all parks, sports fields, buildings, and play structures, notes any unusual situations or problems in the parks and takes appropriate measures.
- Assists to evaluate work completed by staff and contractors on Parks and Recreation property through on site supervision of work in progress, analysis of work production, quality and quantity.
- Assists in the supervision of snow removal/sand salting of parks trails, boardwalks and parking lots.
- Provides input for outdoor rink locations, construction, maintenance and assessment.
- Provides input on purchases of small equipment and supplies to ensure parks maintenance is carried out.
- Responds to inquiries and complaints from staff and the public. Inspects location of complaints as directed and responds accordingly. May be required to respond to emergency calls after hours.
- Assists to maintain efficient control and use of fleet equipment, materials, tools and rentals, in a safe and economical manner.
- Assists with all operational support and coordination for parks activities related to special events.
- Assists with project management for parks small projects (e.g. playground installation, drainage improvements, trail improvements and sport field upgrades).
- Assists Parks Superintendents as directed in budget preparation and control, staffing procedures, infrastructure and operational and capital budget review.
- Participates in the park asset management program.

**REQUIRED COMPETENCIES:**

- Excellent communication skills, both written and oral.

- Knowledge of collective agreements and work in a unionized environment.
- Knowledge of parks systems including plumbing, heating, electrical, oil, propane, lift stations and the maintenance and operation of park facilities and amenities
- Understanding of the varied user groups utilizing parks; sports fields and trail systems
- Knowledge of the Occupational Health and Safety Act and the City of Charlottetown's Health and Safety Policy and is knowledgeable about hazards and safety precautions applicable to work.
- Ability to plan, organize, direct and supervise the work of employees and contractors performing skilled, semi-skilled and unskilled work.
- Good personal mastery and performance as a team player, with proven ability to role model the behaviours associated with a constructive culture and a commitment to health, wellness and safety.
- Ability to function effectively in a diverse and fast paced work environment with challenging and often competing priorities.
- Experience and knowledge of the operation and maintenance of equipment related to parks maintenance including heavy equipment.
- Must be willing to work evenings and weekends when necessary.

#### **REQUIRED QUALIFICATIONS:**

- A post-secondary degree or diploma related to parks and facilities management would be an asset.
- A minimum of five (5) years' experience in maintenance related functions in parks and recreation related facilities.
- A minimum of three (3) years supervisory experience, preferably in a unionized environment.
- Must have and maintain a valid PEI Class 5 driver's license.
- Experience and training specific to playground safety, park inspection, pool maintenance, horticulture and mechanics is an asset.
- Demonstrated computer proficiency and advanced knowledge in the use of MS Office.

**Salary:** \$69,568.35 - \$81,845.47 as per the UPSE Collective Agreement.

#### **How to Apply:**

Please submit a cover letter and detailed resume by e-mail to [jobs@charlottetown.ca](mailto:jobs@charlottetown.ca) Your application must be clearly marked "**Application for Parks Foreperson**" and submitted by **February 10, 2025, at 4:00 PM.**

Please ensure your application clearly demonstrates how you meet the noted qualifications as

applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

*The City of Charlottetown is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive working environment where every person feels empowered to contribute. The City encourages applications from underrepresented groups including all designated equity groups with the skills and knowledge to productively engage with diverse communities. If you require an accommodation in any part of the recruitment process, please direct your inquiries, in confidence, to [jobs@charlottetown.ca](mailto:jobs@charlottetown.ca) or by calling 902-629-4160.*