

# Join our team!

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## **Parks and Transportation Supervisor**

Municipal Services

Full Time | Permanent

Hourly Range of Pay \$47.58-\$58.52

Position Close April 6, 2025

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### **The City of Wetaskiwin**

Welcome to the home of possibility! Do you want to be a part of a different kind of local government? We are a diverse, and eager team that knows it can be done better and we are doing it! Wetaskiwin is a collaborative and inclusive place where we share ideas for making things better; and turn these ideas into actionable plans. Our values are Trust, Resourcefulness, and Integrity. Here we cultivate well-being through our team's dedication to building positive, trusting, and fulfilling relationships.

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 passionate about shaping vibrant public spaces and ensuring the smooth flow of city infrastructure? Do you want to make a lasting impact on the community by leading a team that delivers essential services to the highest standards? The City is seeking a dedicated Parks and Transportation Supervisor to play a pivotal role in maintaining and enhancing our parks, green spaces, roadways, and transportation systems, delivering essential services to the highest standards of safety, sustainability and community satisfaction. You will oversee operations such as traffic controls, road repairs, snow and ice control, drainage systems, sidewalks, trails, and city cemeteries. Your expertise will ensure these spaces remain safe, accessible, and welcoming for all. In this leadership role, you'll cultivate a high-performing team, fostering a culture of accountability, innovation, and continuous improvement.

The Parks and Transportation Supervisor also plays a key role in budget management and strategic planning. You'll monitor costs, identify efficiencies, and collaborate with city departments, contractors, and stakeholders to support long-term infrastructure goals. Balancing day-to-day operations with big-picture thinking, this role is perfect for someone who thrives in a dynamic environment, has a passion for community well-being, environmental stewardship, and is driven to make a difference!

### **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.
- Coordinate with the Fleet department to purchase equipment and materials for daily operations.
- Respond to customer concerns and follow customer service policy
- 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.
- 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. An equivalent combination of education and experience may be considered.
- Significant team management experience and strong management skills to effectively supervise, inspire, and motivate a diverse team of employees.
- Strong interpersonal, oral, and written communication skills.
- Strong attention to detail, with the ability to prioritize and plan effectively to meet deliverables and adapt to changing priorities.
- Possess and retain a valid class 5 driver's license.

### **Knowledge, Skills, and Abilities**

- Demonstrated leadership experience in supervisory or managerial roles, particularly within public works or municipal operations, with a focus on overseeing parks and transportation services.
- In-depth understanding of practices, techniques, and regulations related to transportation and parks maintenance.
- Expertise in areas such as road repairs, snow and ice control management, traffic control systems, landscaping, turf care, irrigation systems, and cemetery maintenance.
- Strong ability to lead, inspire, and manage diverse teams effectively, fostering a positive and productive work environment.
- Exceptional organizational and project management skills, with proficiency in task prioritization, meeting deadlines, and managing concurrent projects.
- Skilled in interpreting and enforcing municipal bylaws, regulatory requirements, and workplace health and safety standards.

- Outstanding communication and interpersonal abilities to engage and collaborate with internal teams, contractors, community members, and other stakeholders.
- Competence in utilizing software tools for data analysis, preparation of reports, and presentation purposes.
- Ability to provide a clean 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**

If you are excited about this opportunity and want to join our team, please visit [www.wetaskiwin.ca](http://www.wetaskiwin.ca) to apply!