

Job Opportunity

Assistant Greenspace and Parks Manager

(Full-time/1-Year Term Position)

Reporting to the Manager of Greenspaces and Parks, the Assistant Greenspace and Parks Manager supports the planning, development, and maintenance of the municipality's parks, trails, green spaces, and outdoor recreational facilities. This position plays a key role in supervising day-to-day operations, ensuring safety and accessibility standards, managing seasonal staff and contractors, and implementing strategic initiatives to enhance community spaces in alignment with environmental stewardship and municipal goals.

Key Responsibilities:

- Assist in the development and implementation of park management plans, operational programs, and capital projects.
- Supervise and coordinate daily operations including maintenance of parks, sports fields, trails, naturalized areas, playgrounds, and related infrastructure.
- Support staff recruitment, training, scheduling, and performance management of parks and greenspace crews.
- Conduct regular inspections of park facilities to ensure compliance with safety standards, municipal bylaws, and environmental regulations.
- Monitor budget expenditures and assist in preparing operating and capital budgets.
- Liaise with other municipal departments, community groups, environmental organizations, and contractors to facilitate projects and services.
- Respond to public inquiries and service requests; investigate and resolve complaints or issues related to parks and greenspace maintenance.
- Assist with inventory control and procurement of equipment, materials, and supplies.
- Promote sustainability through environmentally responsible park practices including native plantings, pesticide alternatives, and habitat conservation.
- Maintain accurate records and prepare reports as required.

Required Qualifications:

- Diploma or Degree in Horticulture, Environmental Studies, Parks Management, Landscape Technology, or a related field.
- Minimum 3 years of progressive experience in parks or grounds maintenance, including supervisory or team leadership experience.



- Strong knowledge of turf maintenance, arboriculture, horticulture, and landscape construction and maintenance practices.
- Familiarity with provincial and federal health and safety regulations, WHMIS, and Integrated Pest Management (IPM) principles.
- Proficient in Microsoft Office; experience with asset management systems or GIS is an asset.
- Valid Class 5 driver's licence.
- Intermediate First Aid and CPR certification.
- Ability to work occasional evenings, weekends, and holidays as required.

Core Competencies:

- Strong leadership and team-building skills
- Excellent communication and interpersonal abilities
- Problem-solving and decision-making skills
- Organizational and time management skills
- Customer and community service orientation
- Environmental and sustainability awareness

Working Conditions:

- Combination of office and fieldwork
- Exposure to varying weather conditions and physical labour
- May require the operation of light equipment and machinery


Hours: 40 hours per week

Salary: \$59,641 - \$65,804 per year

How to Apply:

To apply, please submit a confidential cover letter and resume outlining your qualifications and interest in the position. Be sure to include "Assistant Greenspace and Parks Manager" in the subject line of your email.

 **Email:** jobs@summerside.ca

 **Deadline to apply:** Friday, **June 20** at **12:00 PM (AST)**

We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.