

## Job Opportunity

**The Corporation of the Town of Orangeville**  
invites applications for the position of

### **Supervisor, Parks** **Community Services Department** (Full-time position, 40 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and yet only moments away from the unspoiled, natural beauty of the Niagara Escarpment, the Town of Orangeville ("Town") offers an excellent combination of location, small town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to over 30,000 residents and is the largest urban community and regional service centre within the County of Dufferin. Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a values-based, thriving and collaborative work environment that supports our employees' success. Our values of respect, integrity, teamwork, and excellence (RITE) aren't just words—they're what we live by every day. They shape how we work together, do what is "RITE", make decisions, and support each other. These values form the foundation of our workplace culture, driving us to grow stronger as a team and better serve our community. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

Due to an upcoming retirement, there is an opportunity for the position of Supervisor, Parks. This position is responsible for delivering year round parks operation services to the community. The Supervisor, Parks ensures the efficient maintenance, operation and safety of all town parks, operation staff through service excellence.

#### Job Duties:

- Supervising the day-to-day operation of all parks, trails, sport fields, open spaces; Supervising, schedules, mentors, disciplines, evaluates, assists with recruitment, and provides training to all staff under their direction; Assisting the Manager, Facilities and Parks preparing and administration of the annual operating and capital budget; Forecasting the lifecycle of playground equipment, parks structures, splash pads, and parks equipment; Assisting the preparation of RFX's, coordinates purchases for operational supplies and equipment as per the Town's procurement policy.

- Under the direction of the Manager, Facilities and Parks, developing operational procedures, training and maintenance programs/schedules to ensure that all parks and facilities are maintained; Conducting inspections and audits of the playgrounds, trails, playing fields, trails and open spaces.
- Ensuring parks operation comply with the appropriate legislations regarding pesticide use, Occupational Health and Safety, Ontario Public health, guidelines and appropriate by-laws; Ensuring risk management and safety programs are in place for employees working in the parks operation, members of the public, park facilities and amenities that are consistent with the Town's standards and policies.
- Building relationships with community groups and stakeholders; Promoting recreational activities and events within the parks system.
- Other duties as assigned.

**Qualifications:**

- College Diploma relating to parks operations or related course of study.
- Three (3) years of experience in a related parks environment including previous supervisory roles.
- Supervisory experience in parks operation within a municipal setting is considered an asset.
- Standard First Aid Level C and CPR and AED training, Turf Management and herbicide/pesticide licences are considered an asset.
- Current and valid Class DZ driver's licence.
- Knowledge of project management principles; Heavy equipment experience including backhoe is required.
- Previous work experience including, trades apprenticeships, i.e. electrical, plumbing water filtration systems, irrigation, HVAC and Power Engineers.
- Good verbal and written communication skills, experience with computers with database programs such as Xplore Recreation, Building Automation Systems, CityWide (Asset Management) and CAD software.
- Knowledge of the Occupational Health and Safety Act, T.S.S.A., Health and Promotions, Ministry of Labour.
- Excellent project and time management, organizational and analytical skills.

**Salary Range:** \$98,800.42 to \$115,582.52, Band 10 on the Town's 2025 Pay Grid, plus a comprehensive benefits package

Qualified candidates are invited to apply no later than 4 p.m. on **Monday, August 18, 2025**. Applications may be submitted online, or in person to the Town Hall located at 87 Broadway, addressed to Human Resources. Please do not email your application. Please note that only those who are selected for an interview will be contacted by Human Resources.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.