

City of Kingston

Supervisor, Public Works (Parks & Sports Fields)

Job Number: J1125-0012

Bargaining Unit: Non-Union

Job Type: Regular Full-time

Salary: \$98,056.10 - \$122,482.89/Year

Comprehensive Benefit Plan paid by employer
Defined Benefit Pension Plan-OMERS

Hours of Work: 40 hrs/week, with the ability to work all required shifts including weekends, overtime, on-call and outside of regular business hours. On-call by schedule and respond to required City emergencies for support.

Closing Date: November 26, 2025

Opening Statement

The City of Kingston is grateful to experience the traditional territories of Anishinabek (Ah-nish-nah-beg), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat). Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government.

At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities.

As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services of the highest quality. Within our highly ethical environment, you'll embrace accountability by consistently going above and beyond, actively listening to our customers, creatively addressing their needs, and maintaining unwavering respect for all individuals you serve. As a result, you'll become an integral part of our qualified and dynamic team, recognized for its compassion, excellence, integrity, inclusivity, and adaptability.



Position Summary

The Supervisor, Public Works, provides leadership and guidance to unionized employees and is responsible for the safe and efficient delivery of Public Works maintenance operations including but not limited to, parks, sports fields, horticulture, and winter control.

This position is responsible for the prioritization of work assignments, condition assessments, site inspections, asset management, contract administration and financial management tasks.

KEY DUTIES & RESPONSIBILITIES:

Manage, organize, and resolve unexpected factors and conditions such as workforce issues, equipment breakdown, weather conditions, etc.

Plan and coordinate operational work, maintenance plans, and available resources to meet operational service levels, service requests and public safety

Implement initiatives to mitigate services requests and develop operational efficiencies

Supervise work crews performing field assignments throughout the city and:

- Provide training, mentoring, monitoring and feedback
- Monitor quality, quantity, and completion of work according to plan and schedule
- Communicate and inform staff of changes in legislation and internal policy/practices and address concerns
- Ensure work is completed safely and in compliance with OH&SA and City Policies and Procedures
- Manage contracts to meet operational tasks
- Ensure staff accountability

Assess and resolve Public Works related concerns from user groups, property owners, residents, businesses, other city departments and divisions in a courteous and professional manner

Site visit investigation and customer interaction to determine course of action and resolution on customer service requests

Track and document communication and resolutions for any/all service requests and identify reoccurring operational inefficiencies

Assist in the preparation, implementation, and monitoring of capital and operating project budgets

Managing daily job costing (timecards, equipment utilization and material purchases)

Administer all aspects of procurement for equipment and services, including

procurement documents, contracts, and payment certificates

Oversee asset management collection and mapping requirements for Public Works operations

Work as part of the operations team to coordinate winter control activities, ensuring safe and timely snow and ice management across city right of way and in public spaces

Interpret technical specifications, surveys, and asset condition assessment to interpret data and create work plans

Assist in the development and enforcement of policies to optimize infrastructure life cycle and achieve competent, efficient and effective delivery of services, including but not limited to; Occupational Health & Safety, Highway Traffic Act, Environmental Protection Act, etc.

Support other public works initiatives and other duties as assigned

Qualifications, Competencies

Diploma in engineering, business, applied science, parks & recreation, environmental/horticulture, or a related field

Supervisory experience working in public works related operations, such as roads & sidewalks, traffic signage, public parks and spaces, playgrounds, splash pads, courts and fields

Valid class 'G' driver's license with a satisfactory driver's abstract with ability to obtain 'DZ' driver's license within 1 year of hire; valid class 'DZ' driver's license an asset

Supervisory experience in a unionized environment an asset

Demonstrated experience in parks and recreation operational maintenance and events support an asset

Experience preparing, planning, and organizing work plans and maintenance plans for related parks and event operation an asset

Turf maintenance, CSA Playground Inspection, and/ or Ontario Public Health regulations for splash pads an asset

Must demonstrate corporate values of Belonging, Collaboration, Accountability, and Innovation

Skills, Abilities, Work Demands

Ensure compliance with health and safety regulations, address public needs, and manage visitor services.

Intermediate computer skills with MS Office and have a strong knowledge of other applicable software such as, financial management programs, AVL/GPS Systems, asset management, software, and Customer Service software

Knowledge of related acts and legislation including the Occupational Health & Safety Act, Highway Traffic Act, CSA Standards for layground equipment, related environmental legislation as well as WHMIS training knowledge

Knowledge of technical specifications - Ontario Provincial Standard Specifications (OPSS) and Ontario Traffic Manuals (OTM)

Knowledge of Municipal Act and Ministry of Transportation – CVOR

Strong leadership and team building skills, with the ability to prioritize, mentor and manage a team

Strong organizational skills and effective problem-solving skills with the ability to prioritize work in a demanding environment

Excellent communication skills with the ability to influence others

Working outdoors in all weather condition and around heavy machinery. On-call by schedule and respond to required City emergencies for support

Ability to work all required shifts including weekends, overtime, on-call and outside of regular business hours

Required to obtain and maintain a satisfactory criminal record check

Closing Statement

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at HRCity@cityofkingston.ca

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

[Please CLICK HERE to Apply](#)