

SUPERVISOR – PARKS OPERATIONS

Parks, Recreation and Culture



Community · Integrity · Respect · Innovation · Passion

Applications are invited for the following position as of July 23, 2026 and must be received by **Tuesday, August 4, 2026** quoting:

Competition No: 2026-173

This is supervisory, administrative and technical work in coordinating the work of various staff within Parks Operations. An incumbent Plans, assigns, supervises and reviews the work of staff engaged in clerical, project coordination, operational and fleet management duties; trains staff; evaluates performance; monitors attendance issues; participates in hiring; prepares the operating budget and provides input into the capital budget; analyzes operational proposals, prepares and presents business cases to management and committees of Parks Commission and Council to support project funding requests; prepares related grant applications and Parks Commission Reports requesting bylaw funding; develops project briefs for Capital budget; monitors and reports on division budget performance; reviews, interprets and analyzes landscape design drawings prepared by city staff and outside agencies; conducts design meetings to gather feedback from city staff and prepares related reports to amend plans based on departmental requirements and established guidelines; prepares asset management plans to support the division's long-range planning and replacement of facilities infrastructure. Performs related work as required.

Qualifications include a university degree in Parks Management, Landscape Architecture, Horticulture, Business Administration, Engineering, Planning, Asset Management, Public Administration, or another related discipline supplemented with business administration courses and considerable related experience, including supervisory experience or an equivalent combination of education, training, and experience. Considerable knowledge of construction costs, materials, practices and procedures related to Park design and development to evaluate landscape projects and to develop related project budgets; asset management principles, practices and procedures for the development of Asset Management Plans for park landscape and infrastructure. Sound knowledge of the GIS system as it relates to integration with park landscape components and infrastructure layers; departmental policies, rules, regulations, procedures and practices related to the work. Ability to plan, assign, review and supervise the work of clerical, operational, technical and fleet and equipment coordination staff, to train and evaluate same and to participate in hiring; interpret and analyze landscape architecture designs submitted by external agencies and city staff for conformance to standards and specifications and to prepare reports to amend plans based on established guidelines and park's staff recommendations. A valid class 5 Driver's Licence for the Province of British Columbia is required.

SALARY:	\$49.35 – 51.51 – 53.70 – 55.93 – 58.32/hour (Pay Grade 26)
STATUS:	Regular Full Time
LOCATION:	Still Creek Works Yard
SCHEDULE:	80 hours bi-weekly; Monday to Friday from 7:30 AM – 3:30 PM (Mutual Agreement between 6:30 AM – 3:30 PM)
SPECIAL NOTES:	Subject to Note 'Y' of Schedule 'B' of the CUPE 23 Inside Division Collective Agreement

*Copies of relevant professional certificates, degrees, or tickets will be required at the time of the interview. Please contact People and Culture at **604-294-7303** if you do not receive a confirmation email within one hour of submitting your application online at www.burnaby.ca/careers. We thank all applicants for their interest; however, only those considered for an interview will be contacted.*

We respectfully acknowledge that the City of Burnaby is located on the unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), səlilwətaʔ (Tsleil-Waututh), and kʷikʷəḷəm Peoples (Kwkwetlem). Each Nation has distinct histories and distinct traditional territories that fully or partially encompass the city. We encourage you to learn more about the Host Nations whose ancestors have occupied and used these lands, including parts of present-day Burnaby, for thousands of years. We are grateful to be on this territory as we dedicate ourselves to creating an inclusive and diverse workforce that reflects our vibrant community and welcomes applicants of all backgrounds, genders, ages, ethnicities, abilities, sexual orientations, and life experiences.

Reference: 50002966

