

Public Works Department

Competition #J0826-0876

Parks Services Coordinator

One (1) Permanent Full-Time Position



Reporting to the Manager, Parks Services, the Coordinator, Parks Services provides expertise and coordination for the delivery of Parks Services strategic initiatives, programs, and future planning. This position will assist the Manager, Parks Services, in day-to-day operations, budget reporting, and project management / contract management.

Responsibilities include, but are not limited to:

- Coordinate the implementation of Parks Services plans, projects, programs, and initiatives in alignment with the Public Works Business Plan and the City's 10-Year Capital Plan.
- Provide operational insight, data gathering, analysis, reporting, and briefings related to Parks Services projects, programs, and operational matters.
- Coordinate Parks Services projects and studies, including those related to the Fort Saskatchewan Cemetery, naturalization program, tree inventory and replacement program, and maintenance agreements.
- Liaise and collaborate with internal departments, external stakeholders, community groups, school boards, and organizations to support Parks Services initiatives and agreements.
- Coordinate Parks Services involvement in construction completion and final acceptance inspections, and provide support and input to the planning and development of new parks, amenities, and rehabilitation projects.
- Assist with budget development, monitoring, reporting, procurement, and maintaining financial records, including the Playground Reserve and replacement program and school board servicing costs under the JUPA Agreement.
- Liaise with the Planning Department and assist with the review and updating of Parks Services-related bylaws, policies, plans, and departmental initiatives.
- Coordinate public information and engagement activities and provide project and program support as identified through the budget process or requested by Senior Management.

The successful candidate will possess a post-secondary diploma in Parks and Recreation, Environmental Studies, Business Management, Project Management, or a related field. Equivalencies of education and experience may be considered. A certificate in Public Participation or Community Engagement and an International Association for Public Participation (IAP2) designation are considered assets. The successful candidate will have a minimum of 3 years of experience in a related field, including 3 years of project and contract management experience. Strong written and verbal communication skills, the ability to work independently in a fast-paced team environment, and excellent organizational skills and attention to detail are essential. Knowledge of landscape construction best practices related to community development is also required. Proficiency with Microsoft Office applications, particularly Excel and Word, and experience with public engagement applications are required.

Hours of Work: 37.5 per week; Monday to Friday

We believe in supporting our employees both professionally and personally. In addition to a positive and collaborative work environment, we offer the following:

- Competitive wages
- Comprehensive health, dental, and vision benefits
- Local Authorities Pension Plan (LAPP)
- Employee and family assistance program (EFAP)
- Health & Wellness Spending Accounts
- Earned Days Off (EDO's)
- Training/education and professional development opportunities
- 50% discount for you and your family to applicable City facilities

The City of Fort Saskatchewan offers a wage range of \$85,897.50 to \$101,049.00 per annum. Qualified applicants are invited to apply in confidence no later than **Wednesday, September 23, 2026**, through the Career Portal on the City's website at www.fortsask.ca.



Take your Career in the Right Direction

Fort Saskatchewan, home to nearly 30,000 people, is a vibrant economic and cultural hub located in Treaty 6 Territory and Métis Nation of Alberta Region 4, just 15 minutes northeast of Edmonton. The City of Fort Saskatchewan proudly manages recreation, culture and historic amenities including a performing arts theatre and a fitness centre within the Dow Centennial Centre and the historic 1875 – 1885 NWMP Fort Representation in the heart of downtown. Located on the banks of the North Saskatchewan River, Fort Saskatchewan boasts more than 80 km of paved trails along with many natural areas for residents to explore. As a City, we believe in diversity and inclusion and are working toward creating a city where all residents are respected and have a sense of belonging.

The City of Fort Saskatchewan thanks all applicants for their interest and advises those applicants under consideration will be contacted.