THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

MANAGER OF PARKS

PERMANENT, FULL TIME (1 EXISTING VACANCY, 35 HOURS PER WEEK)

Join the Township of Centre Wellington where you can make a meaningful impact in a thriving, innovative, and welcoming community. As the largest municipality in Wellington County, Centre Wellington combines the charm of rural living with the vibrancy of urban life, offering an exceptional quality of life for residents and visitors alike. Our organization values integrity, collaboration, and innovation. Here, you'll be part of a dynamic team delivering services, driving creative initiatives, and shaping a future where everyone feels connected and supported. Discover your opportunity to grow, lead, and belong at Centre Wellington.

Reporting to the Managing Director of Community Services, the Manager of Parks provides strategic leadership for the Township's parks, trails, and open-space system. The position leads parks development priorities, capital investment planning and asset stewardship while remaining accountable for safe, accessible, sustainable and effective parks operations. The Manager translates Council direction, corporate strategy, community needs, and growth forecasts into coordinated service plans, development standards and a prioritized multi-year parks capital program.

As the Parks service lead, the Manager brings together Engineering, Public Works, Planning, Development Engineering, Buildings and Properties, Finance, Purchasing & Risk, Communications, and other stakeholders to guide parks outcomes. The Manager collaborates with the Landscape Architect position, which reports to the Manager of Buildings and Properties, to establish project requirements, obtain specialist advice and coordinate delivery. This partnership does not create a direct or indirect reporting relationship; technical professional responsibilities and approvals remain with the appropriately qualified staff and authorized decision makers.

Main Duties and Responsibilities

Strategic Parks Planning & Development

- Develop, monitor, and update annual workplans for the Parks Division, with input from the Managing Director and regular in-year status updates.
- Lead the development, implementation and periodic review of parks, trails and open-space strategies, master-plan initiatives, service standards and annual business plans aligned with Council-approved priorities.
- Assess growth, intensification, recreation trends, accessibility, environmental stewardship and community needs to identify parkland, trail-connectivity, renewal and future service requirements.
- Lead Parks input to Planning and Development Engineering on official plan and zoning amendments, subdivisions, site plans and other development proposals; coordinate specialist landscape and natural heritage advice rather than duplicate technical reviews.
- Develop Parks recommendations on parkland acquisition, dedication, cash-in-lieu, trail connections and development agreements with Planning, Finance, Legal and Engineering, subject to legislation, corporate policy and delegated authority.
- Lead parks development standards and functional requirements with the Landscape Architect and operational staff, balancing community benefit, accessibility, climate resilience, constructability and long-term maintenance costs.
- Collaborate with the Township's Purchasing and Risk Division to establish an annual procurement plan for the Parks Division, ensuring that procurement processes are compliant with the Township's Purchasing Bylaw.
- Establish a coordinated Parks work program with Engineering, Planning and Development Engineering, identifying dependencies, timelines, ownership and escalation routes for growth-related and renewal projects.
- Provide strategic options, business cases and risk-based recommendations to the Managing Director and Council, as authorized, and monitor implementation of approved initiatives.
- Manage capital projects, ensuring that project scope, budget, and schedule are controlled during all project phases.

Operations, Service Levels & Risk Governance

- Respond to concerns from residents, businesses, and patrons in a timely, accurate, and professional manner, ensuring that concerns are actioned and implemented.
- Remain accountable for safe, efficient and sustainable parks, trails, sports fields, horticulture, urban forestry and open-space operations within the Parks mandate and Council-approved service levels.
- Delegate routine scheduling, work assignments, inspections and maintenance delivery through designated Parks staff; set expectations, review service results and intervene on significant risks or escalated issues.

- Establish preventive and seasonal maintenance programs, inspection standards, emergency response arrangements and documented corrective-action processes for parks assets and equipment.
- Lead annual operating budget development and monitoring, resource forecasts, maintenance contract oversight and cost-control measures with Finance and Purchasing.
- Ensure health and safety obligations, incident investigations, staff training, contractor requirements and public-risk controls are implemented and documented with appropriate corporate support.
- Review and update safe work procedures, or draft new safe work procedures when needed, and ensure that all staff are trained.
- Oversee the Township's Cemetery Administration operations, and provide direction to the Cemetery and Administration Coordinator, including acting as administration backup when the Coordinator is away.
- Coordinate operational readiness for new and renewed parks, including maintainability reviews, staff and equipment needs, asset information, warranties and lifecycle operating costs before handover.
- Maintain service and asset information systems and report on asset condition, inspection compliance, service requests, maintenance backlog and budget performance; use results to improve delivery.
- Coordinate parks support for community events and after-hours incidents through approved staffing and escalation arrangements; provide management-level response when required.

People Leadership & Cross-Department Collaboration

- Lead and develop the Parks team through clear objectives, effective delegation, coaching, succession planning and an inclusive, respectful workplace culture.
- Manage recruitment, onboarding, training, performance-management processes and workforce planning for assigned Parks staff in accordance with Township policies and applicable agreements, working with Human Resources.
- Translate strategic priorities into teamwork plans and resource requirements; recommend staffing, skills-development and service-delivery improvements to the Managing Director.
- Convene cross-functional project teams and build shared accountability for outcomes; influence and guide colleagues through agreed requirements, evidence and collaboration rather than authority over their reporting lines.
- Agree to Landscape Architect project assignments, priorities and capacity with the Manager of Buildings and Properties; provide Parks functional requirements and consolidated feedback through the agreed project governance process.
- Resolve cross-department dependencies and competing priorities collaboratively; escalate unresolved resource, scope or schedule issues through the respective managers and Managing Director.
- Attend and actively participate in CAO Town Halls, contributing Parks updates and perspectives and communicating relevant corporate priorities and decisions to the Parks team.
- Participate in Human Resources-hosted learning and development initiatives, including leadership development and required corporate training; apply learning to management practices and support staff participation.
- Participate in Township management forums and corporate leadership initiatives as a contributor and leader, sharing knowledge and supporting cross-department collaboration and continuous improvement.
- Champion continuous improvement, professional development and knowledge sharing across Parks, Buildings and Properties, Engineering, Public Works, Planning and Development Engineering.
- Ensure Parks strategies, development recommendations and service delivery comply with applicable legislation, Township by-laws, approved policies and industry standards; obtain advice from qualified technical and legal specialists as required.

Community Engagement & Partnerships

- Lead coordinated consultation on parks strategies, development and significant capital initiatives with Communications, Planning, the Landscape Architect and other project partners.
- Build productive relationships with residents, user groups, community organizations, accessibility representatives, developers, conservation authorities and other agencies to identify needs and opportunities.
- Provide clear, evidence-based reports and presentations to the Managing Director, Council and committees, as authorized, outlining options, costs, risks, trade-offs and recommendations.
- Oversee resolution of escalated Parks service concerns; agree a single lead and coordinated response for matters involving Buildings and Properties, Engineering, Planning or Development Engineering.
- Develop partnership and funding opportunities that advance approved parks priorities, with appropriate agreements, approvals and ongoing evaluation.

Capital Portfolio Oversight & Asset Stewardship

- Provide input into development of the Annual Capital Budget and Forecast, ensuring that parks capital requirements are accurately captured in the budget.
- Lead a prioritized multi-year parks capital and asset-renewal portfolio, supported by condition assessments, growth needs, lifecycle costs, risk, accessibility and available funding.
- Prepare capital budget submissions, business cases, forecasts and funding recommendations with Finance; monitor portfolio commitments, expenditures, contingencies, changes and forecast completion costs.

- Act as the Parks service lead for assigned capital initiatives: establish intended outcomes, scope, functional requirements, acceptance criteria and operational readiness, within approved project governance and delegated authority.
- Agree to project leadership and delivery responsibilities with the Manager of Buildings and Properties and other delivery managers. Engage the Landscape Architect for specialist planning, design, development-review and project-management work within agreed assignments.
- Oversee project milestones and decision gates from feasibility and design through procurement, construction, commissioning and handover; review progress, risks, quality and corrective actions without duplicating the assigned project manager's daily contract administration.
- Coordinate with Engineering and Development Engineering on grading, drainage, servicing, utilities, stormwater interfaces, access, trail connections and developer-delivered park works; obtain required technical reviews and approvals.
- Work with Purchasing, Finance and assigned project leads on procurement strategies and consultant or contractor requirements; recommend approvals and changes only within delegated authority.
- Coordinate Parks acceptance recommendations for completed capital and developer-delivered assets using specialist inspections, deficiency resolution, as-built records, warranties and maintenance requirements; formal approvals remain with authorized officials.
- Ensure reliable parks asset inventories, condition information and renewal forecasts support corporate asset management; report on capital milestones, budget variances, risks and benefits delivered.
- Perform other related duties as assigned by the Managing Director of Community Services.

Minimum Qualifications and Requirements

- Post-secondary degree in Landscape Architecture, Parks and Recreation Management, Urban and Regional Planning, Environmental Studies, Civil Engineering, or a closely related discipline.
- An equivalent combination of relevant post-secondary education, substantial municipal parks leadership experience, and professional development may be considered.
- Current Standard First Aid, CPR and AED certification, or ability to obtain certification within a Township-approved timeframe.
- A valid Class "G" driver's licence and a satisfactory driver's abstract; ability to travel to municipal sites.
- A minimum of eight (8) years of progressively responsible experience in municipal parks planning, development, capital delivery, asset management, or parks operations, including at least five (5) years in supervisory or management roles.
- Demonstrated experience in a municipal parks leadership role of comparable scope and complexity, integrating growth-related development, renewal of existing assets, public service delivery and Council accountability.
- Demonstrated delivery or oversight of multi-year parks capital programs and complex park, trail, playground, sports-field or open-space projects, including budgets, procurement, contract oversight, risk management and handover to operations.
- Experience coordinating parks requirements with Engineering, Planning and Development Engineering, including development application reviews, developer-delivered works and parkland or trail agreements.
- Experience leading multidisciplinary teams, coordinating shared specialist resources across reporting lines, and working with consultants, contractors, developers, community partners and elected officials.
- Experience procuring and managing high-value capital projects, with knowledge of the Construction Act and CCDC Forms of Contract.
- Experience preparing strategic plans, policies, business cases, operating and capital budgets, funding proposals and reports for senior leadership and Council.
- Strong knowledge of municipal parks system planning, parkland provision, trail connectivity, development standards, universal accessibility and environmental stewardship.
- Working knowledge of the *Planning Act, Municipal Act, 2001, Development Charges Act, 1997, Accessibility for Ontarians with Disabilities Act, 2005, Occupational Health and Safety Act, Construction Act, Occupiers' Liability Act* and other legislation, standards and municipal policies applicable to the role.
- Knowledge of park construction, procurement, consultant and contractor management, project governance, cost forecasting, change control and construction-to-operations handover.
- Knowledge of lifecycle asset management, condition assessments, service-level planning, risk-based renewal and sustainable operating models.
- Practical understanding of horticulture, urban forestry, natural areas, sports turf, playground safety, trails and parks maintenance systems, including applicable pesticide requirements.
- Ability to interpret drawings, specifications, technical reports and financial information; recognize matters requiring specialist engineering, landscape architectural, environmental or legal advice.
- Strong strategic judgement, negotiation, facilitation, public consultation, conflict-resolution and report-writing skills; ability to guide multidisciplinary teams without direct supervisory authority.
- Demonstrated people leadership, delegation, change management and workforce planning skills; knowledge of municipal human resources and applicable labour relations practices.
- Proficiency with Microsoft Office and project, budget, asset and work-management systems; ability to use GIS information and review CAD drawings to support decisions.
- A satisfactory Police Records Check and completion of an annual Employee Offence Declaration are required.
- Valid Ontario Class "G" Driver's License and satisfactory driver's abstract.

Work Location: 550 Belsyde Ave East, Fergus
Please note: *The primary work location for this position is expected to transition to the Centre Wellington Operations Centre (965 Gartshore Street, Fergus) in early 2027.*

Annual Salary: $109,381 - $123,038 (2026 salary range)

How to Apply: Interested applicants are requested to submit a **single document** that includes their resume (required) and optional cover letter in MS Word or PDF format by email to careers@centrewellington.ca by **January 3, 2027, at 11:59 p.m.** Please quote job posting '2026-75' in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however, only those candidates selected for an interview will be contacted. **No phone calls please**.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at hr@centrewellington.ca

The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee (read more).