

The Town of Cobourg is seeking a permanent full-time Parks **Manager** in the Community Services Division.

The Manager, Parks is responsible for service standards and the maintenance and of parks, athletic facilities, forestry and horticulture.

---

The primary duties of this position include the following:

- Responsible for overseeing Parks operations including the maintenance of parkland, open spaces, designated boulevards including forestry, horticulture, grass cutting, turf maintenance, parks facilities (playground equipment, sports field equipment, walkways etc.), winter maintenance operations and special events.
- Plan, organize and manage the activities of the Parks Department including the preparation and implementation of departmental policies, procedures and strategic planning documents.
- Implement policies of council and directives of the Chief Administrative Officer as directed by the Director, Community Services and revise policies and procedures as required to improve the effectiveness of services within the Parks Department.
- Manage athletic facilities, horticulture and arboriculture program and parks system.
- Prepare, revise and submit capital and operating budgets for the Parks Department to the, Director, Community Services. Oversee all department expenditures.
- Administer, personnel policies and collective bargaining agreement.
- Provide leadership, guidance and expertise to staff.
- Prepare, develop and implement and health and safety policies in the department.
- Recommend, oversee and ensure documentation of staff professional training and certification upgrading.
- Monitor Parks Department performance against work plans/budget.
- Supervise and provide support for day- to -day work of the department.
- Manage the provision of services associated with parks, athletic fields, and horticulture and arboriculture programs.
- Review adequacy and quality of service on a continual basis and provide technical advice and guidance for improvements, including working with other staff and recreation/ sports groups to ensure the Town is meeting the needs of its users.
- Manage and maintain all departmental assets within the parameters of the Town's Asset Management Program.
- Prepare reports, and designs of departmental capital and maintenance works including recommendation for projects, initial research, preliminary estimates, preparation of specifications and application for approvals and, where applicable, funding. Work includes management of rolling stock and parks department equipment.
- Prepare tender calls, complete bid review, prepare a recommendation to council, and preparation of contracts.
- Monitor department spending and conduct budget variance analysis.
- Provide onsite technical trouble shooting and problem solving assistance to foreperson, staff and outside suppliers and contractors necessary to carry out the work of the department.
- Manage department infrastructure inspection services as required by municipal by-law and provincial statutes.
- Perform other duties as assigned. While carrying out these duties:
  - Ensure that all equipment is inspected daily for operation malfunction.
  - Participate in safety drills, training courses and instructional session offered by the municipality, other authorities, associations or agencies to cover the use of safety equipment, the safe operation of equipment and overall maintenance of the Parks section.
  - Knowledge of and commitment of the Ontario Health and Safety Act legislation and procedures. Takes all reasonable and necessary precautions to ensure the safety and

health of oneself, employees, the public and any person likely to be affected by the employee's acts or omissions.

- Other duties as assigned.

- 
- Post-secondary diploma or degree in parks, recreation, natural resource management, facilities management, horticulture, business or public administration or a related field is required
  - Minimum of 5 years related experience in municipal parks is required including thorough knowledge and experience in parks operations (both summer and winter maintenance), strategic planning, horticultural planning and design, recreational and athletic facilities, playground regulations and maintenance and turf maintenance.
  - Excellent verbal communication skills are required
  - Valid Class DZ Driver's License with a satisfactory drivers record as deemed by the Corporation is required
  - Must possess valid First Aid and CPR or be willing to obtain within 60 days of hire
  - Must obtain a Satisfactory Police Record Check upon employment

Preference will be given to candidates with demonstrated customer service skills at a level to develop and maintain cooperative/ collaborative working relationships both within and outside the organization. This role requires a demonstrated ability to contribute to and build upon a positive and healthy work environment and excellent written communication skills: attention to detail and accuracy required. The successful candidate will have demonstrated time-management skills with the ability to prioritize workloads and meet deadlines with minimal supervision and an ability to demonstrate initiative consistently with a commitment to change management, quality improvement, and sharing process improvement initiatives with management.

The successful candidate must obtain a Satisfactory Criminal Background Check upon employment and have a valid Class "G" Driver Licence with a satisfactory drivers record and access to a reliable vehicle for work. Valid First Aid and CPR are required or be willing to obtain within 60 days of hire.

### **WAGE:**

The wage scale for this position is Non-Union Grade 7: \$89,343.44 - \$104,508.95 annually.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at [humanresources@cobourg.ca](mailto:humanresources@cobourg.ca) no later than **July 17, 2024 at 4:00PM**. We thank all applicants, however only those selected for an interview will receive a response.

**In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.**