



The Corporation of the Town of Cobourg

Manager, Parks **Full-time Permanent position** **External Posting** **Competition #20-25**

Basic Function

Manage the operation and maintenance of the various services provided by the municipality under the Parks Department including parks, athletic facilities, forestry and horticulture. Develop, implement and monitor annual operating and capital budgets and operating plans. Manage the implementation and monitoring of Master Plans, including the Parks and Urban Forest Management Plans. Responsible for all Parks personnel.

Responsibilities:

- Plan, organize and manage the activities of the Parks Department in the Community Services Division 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 Deputy Director, Community Services and/or 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 Deputy Director, Community Services and/or Director, Community Services. Oversee all department expenditures.
- Administer, in consultation with Deputy Director, Community Services and/or Director, Community Services, personnel policies and collective bargaining agreement.
- Organize the administration of the Department including preparation of work programs, discipline, recognition and evaluation of staff and maintenance of records.
- Implement and administer 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. Initiate corrective action as required. Control of 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.



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- Prepare tender calls, complete bid review, prepare a recommendation to council, and preparation of contracts.
- Direct monitoring of contracts including approval of payment certificates.
- Provide onsite technical trouble shooting and problem solving assistance to foreman, lead hands, staff and outside suppliers and contractors necessary to carry out the work of the department.
- As required provide development reviews in association with other Division Managers as well as other departments.
- 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.

Education/Experience/Skills:

- 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

Working Conditions

The regular hours of work as set out in the Non-Union Policy are 35 hours per work, Monday to Friday. Schedule varies as determined by the seasonal requirements of the department.

Ability to work evenings, weekends and be called out on short notice or as required. Physical work taking place outdoors in all kinds of weather and on occasion required to move or lift heavy objects.



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Wage:

The annual salary for this position is Non-Union Grade 8.

Interested applicants should forward their resume in confidence no later than **September 23, 2020 at 4 pm** to the attention of the **Human Resources Department** at careers@cobourg.ca. Please quote competition #20-25.

NOTE: due to COVID-19 restrictions the interviews and the selection process may be delayed

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.