



---

## Supervisor - Parks

---

The Town strives for a culture focused on our values of being dedicated, helpful and knowledgeable to help create connections for the future. We are dedicated to providing a quality lifestyle to the residents of Olds. Recreational opportunities are available in a number of different facilities: a two sheet ice complex; Aquatic Center and over 350 acres of parks including: skateboard park, splash park and the Rotary Athletic Park which is under development; the Operations department maintains it all.

The Town of Olds has an opening for a full time Supervisor - Parks. Reporting to the Manager of Operations, this position is responsible for overseeing the year round maintenance, and improvement of the green spaces and sports fields within the Town of Olds. The incumbent will work within the green spaces/parks, sports fields, dog park and cemetery. In order to fulfill the objective of this position the incumbent should have experience in equipment operations such as tractors, zero turn mowers, stump grinders, flail mowers, skid steers and other landscaping and gardening equipment. The position plans the creation and yearly planting of flower beds, shrub beds and tree locations within existing and new green spaces. During the winter this position may perform snow removal on town pathways and at town owned facilities such as the Town Office, Nu-2-U, Museum, etc. This position supervises 3 full time positions year round and seasonal staff as required.

Qualifications: Grade 12 or equivalent, post secondary certificate or diploma in Horticulture or related fields, a Journeyman Certificate - Landscape Horticulturist (Gardener), a valid Class 5 Alberta driver's license, a valid Standard First Aid/CPR certificate. Five years municipal experience, two of which should be at the supervisory level. Candidates must also have the Alberta Association of Recreation Facility Personnel (AARFP) Level 2 Parks and Sports Fields certification. Alberta Environment Pesticide Applicators Certificate, Canadian Certified Playground Inspector Certificate and AARFP – Arena Level 1 courses would all be an asset.

An equivalent combination of education and experience may be considered to meet the requirements of the position.

Compensation is based on a 40 hour work week and includes benefits. Rotational Stand-by, and some possible seasonal weekend shifts are required. A criminal record check, including vulnerable sectors and a current drivers abstract will be required before an offer of employment will be made.

A detailed job description including specific qualifications can be found on the Town of Olds website at <http://www.olds.ca/employ.html>

Interested parties are invited to submit resumes outlining their qualifications, and if possible a criminal record check including vulnerable sector and a driver's abstract by 8:30 am, August 20, 2018 to:

Human Resources  
Town of Olds  
4512 46 Street  
Olds AB T4H 1R5  
Fax 403.556.6537  
E-mail: [hr@olds.ca](mailto:hr@olds.ca)

**Town of Olds Job Description**

**JOB TITLE: Supervisor - Parks**

**DEPARTMENT: Operations**

**JOB REPORTS TO: Manager of Operations**

**FUNCTION/PURPOSE:**

The Supervisor – Parks will be responsible for all aspects of the operation and maintenance of Parks & Open Spaces, sports fields, flower beds and tree care in an efficient manner. This position contribute to the daily operation of the outdoor activities and ensuring that recreational facilities are maintained in such a way as to ensure they are safe, clean and appropriate environments for recreational activities. The incumbent will assist in the daily leadership and planning of workloads in relation to open spaces maintenance for the Operator I and summer staff positions and will take a lead role in related projects. The Supervisor may assist with the operation of the arena and may be required to work shifts in the arena to provide coverage when needed.

| #  | KEY RESPONSIBILITIES  | (% time) |
|----|---|----------|
| 1. | <p><b>Technical</b></p> <ul style="list-style-type: none"> <li>• Operates and maintains parks equipment in accordance with the manufacturer’s operator manuals, Occupational Health and Safety regulations and the Town’s safety policies.</li> <li>• Inspect and maintain playground equipment, Skate Park, Splash Park, and Dog Park,</li> <li>• Plans, prepares and maintains parks, sports fields, trees and flower gardens, town pathways.</li> <li>• Ensures that outdoor community rinks are implemented as weather permits.</li> <li>• Perform snow removal on trail networks and town owned sidewalks throughout the community and at Nu-2-U and the museum.</li> <li>• Ensures that outdoor recreational facilities are maintained in order to ensure safe, clean and appropriate environments for recreational activities.</li> <li>• Performs custodial duties and ongoing facilities maintenance as required</li> <li>• Maintains the parks and sport field system, playgrounds to acceptable standards through use of best practices for turf management, arboriculture, horticulture and hard landscape maintenance.</li> <li>• Oversees the tenders related to contracted work until completion related to annual Parks and Outdoor activity projects.</li> <li>• Provide occasional coverage in Sports Complex to accommodate staff absences</li> <li>• Respond and investigates customer inquiries and participates in resolving operational concerns.</li> </ul> | 80%      |
| 2. | <p><b>Budget</b></p> <ul style="list-style-type: none"> <li>• Assist with operating budgets and provides input to the Manager on capital expenditures required in the parks and outdoor recreational areas</li> </ul>   | 5%       |
| 3. | <p><b>Supervision and Projects</b></p> <ul style="list-style-type: none"> <li>• Provide leadership and supervision to staff when working on open spaces related projects and daily maintenance.</li> <li>• Take lead role in special projects related to parks, open spaces and outdoor activities</li> </ul>   | 15%      |
| 4. | <p><b>Risk Management &amp; Safety:</b></p> <p>It is the responsibility of the Town of Olds employees to take care to ensure their own safety and the safety of others, to know and follow all safety and health instructions, rules, regulations and safe work procedures and to report any unsafe or substandard condition or act as soon as possible to the employer.</p> <ul style="list-style-type: none"> <li>• Ensures risk management and safety programs are in place for employees working in the section and for members of the public using parks, facilities and amenities, that are consistent with Town standards and policy as well as provincial and federal legislation.</li> </ul>   | 100%     |

**QUALIFICATIONS, KNOWLEDGE, SKILL & ABILITY REQUIREMENTS:**

**Education:**

- Completion of High School Diploma or equivalent
- Post-secondary certification or diploma in Horticulture or a recognized post-secondary institution in horticulture, turf management, landscape gardening or other related disciplines
- Journeyman Certificate – Landscape Horticulturist (Gardener)
- Valid Class 5 Driver’s License,
- First Aid/CPR and WHMIS Certificate.
- Alberta Recreation Facility Personnel Parks and Sports Field Level II certification and/or Alberta Environment Pesticide Applicators Certificate.
- Canadian Certified Playground Inspector Certificate.
- Alberta Recreation Facility Personnel Arena Level 1 Operators Course.

**Experience:**

- 5 years municipal experience, 2 of which are at the supervisory level.
- Ability in horticulture practices such as fertilization, aeration, irrigation, pruning, seeding/sod and other plant care requirements.
- Basic trade’s skills associated with recreation facility and parks maintenance.
- Ability to perform maintenance and repairs to municipal equipment in order that equipment is available, reliable and safe to operate including cleaning, lubrication and other repairs on small machinery.

An equivalent combination of education and experience may be considered to meet the requirements of the position

**Competencies:**

- Ability to communicate effectively with public, supervisors, and other staff, and to foster positive work relationships.
- A high degree of personal initiative.
- Proficiency with computer software applications (Windows, MS Office, Book King)
- Ability to work with a minimum of supervision.
- The ability to supervise, direct and lead others
- Knowledge of methods, materials and equipment used in performing routine maintenance, landscaping and construction tasks.
- Remains current in all certification required for the position and pursues further formal training in the areas relevant to the responsibilities of the position.
- Ability to operate safely and efficiently, all gas and diesel fuelled parks equipment, parks and arena hand and power equipment and arena ice resurfacing machines

**Working Conditions:**

The job is in an environment where there is continuous or on-going exposure to adverse working conditions (noise, cold, heat, equipment operation); with moderate to significant risk, intensity or duration.

- Working outside in extremes of hot or cold temperatures
- Working in areas of poor air quality (dust, pollen etc.).
- Noise from equipment and power tools
- Some nighttime operations
- May require occasional weekend and evening shifts to provide coverage for outdoor community activities and watering of flowers during the growing season
- Rotational Stand By Shifts
- Hazards as outlined in the Operations Center Safe Work Procedure and Hazzard Assessment binder

**DIRECTLY REPORTING TO THIS JOB ARE:** 3 – Operator I – Parks, 1 – Operator II Parks and seasonal staff as required

**NOC CODE:** 2225, 6722

**Wage Grid: Operations 4**

**Incumbent Signature:**

**Date:**

**Supervisor Signature:**

**Date:**