

EXTERNAL JOB OPPORTUNITY

POSITION:	MANAGER, PARKS - OPERATIONS	JOB POSTING #:	2019-0287
POSTING PERIOD:	Monday, October 7, 2019 at 8:30 AM to Monday, October 21, 2019 at 4:30 PM		
DEPARTMENT:	Parks	UNION:	Non-Union
LOCATION:	Various	JOB CODE:	NU0423
POSITION STATUS:	Regular Full-Time	GRADE/CLASS:	NU14
# OF POSITIONS:	1	RATE OF PAY:	\$107,420.39 to \$130,570.71 Annually
POSITION #:	00004227	SHIFT WORK REQ'D:	Yes

DUTIES:

Reporting to the Senior Manager, Parks or designate, the Manager, Parks – Operations is responsible for all aspects of managing the operational component of the Parks Department including: planning, organizing, coordinating and directing all activities, personnel and contracts required for the effective promotion, operation, maintenance and protection of the Municipal Parks system.

- Provides direct leadership, training, supervision, discipline, and evaluation of supervisory staff, and overall responsibility for part time and full time staff including students and government program staff;
- Prepares, recommends, implements and monitors detailed budgets including monitoring ongoing expenditures/revenues and service delivery;
- Negotiates and prioritizes construction, architectural/consultant, servicing, maintenance and funding agreements which have long term capital and operating budget impacts;
- Facilitates high level activities with provincial and national organizations, local residents and user groups, other regional governments and agencies and other corporate departments;
- Ensures the coordination and successful execution of community recreation, sports events and major events that meet contractual obligations and customer service standards at Parks and other municipal sites;
- Represents the Parks Department and/or City in communication functions and/or media relations as it relates to Parks - Operations as assigned;
- Participates as a member of the senior leadership team of the Parks Department in the development of strategies to achieve department objectives and problem solving for issues affecting the department by initiating, coordinating and directing projects as required;
- Develops and implements appropriate programs, policies and procedures for all facets of Parks - Operations including the review of emerging trends and changing techniques and technology;
- Establishes and maintains effective working relationships with community organizations, interdepartmental staff, contractors and the public;
- Leads the Parks – Operations Preventative Maintenance Program as it relates to properties and equipment;
- Report writing and making presentations at City Council and other public meetings as assigned;
- Responsible for ensuring compliance with other corporate policies and applicable legislation;
- Required to travel to offsite locations throughout the City to attend meetings and other various functions;
- Will be required to complete and maintain current the requirements of the Corporate Management Windsor Certificate;
- Will perform Occupational Health & Safety duties as outlined in the Corporate Health & Safety program.

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QUALIFICATIONS:

- Must have a University degree in Parks and/or Woodland management, Turf/Vegetation controls, Forestry, Engineering, Public Administration or Business or other related discipline or Ontario Ministry of Education equivalency and a minimum of six (6) years of experience in the field as it relates to Parks legislation and management skills;
- **OR** Must have Community College diploma in Parks and/or Woodland management, Turf/Vegetation controls, Forestry, Engineering, Public Administration or Business or other related discipline or Ontario Ministry of Education equivalency and a minimum of ten (10) years experience as it relates to Parks legislation and management skills;
- Must hold and maintain valid Ontario Pesticides Spray Licenses including Landscape and Industrial Vegetation **OR** Must be able to obtain valid Ontario Pesticides Spray Licenses including Landscape and Industrial Vegetation within one (1) year of commencement in the position;
- Must have working knowledge of the Microsoft Office Suite of Products such as Word, Excel, etc.;
- Must have knowledge of appropriate legislation and regulatory standards;
- Must demonstrate strong leadership and team working skills;
- Must have proven oral and written communication skills;
- Must be able to demonstrate patience and sensitivity to client needs;
- Will be required to complete and remain current as per the requirements of the Corporation's Management Certificate Program;
- Supervisor/Management experience in a unionized environment is considered an asset;
- Knowledge and background in municipal policy and procedure development and implementation is considered an asset;
- A valid Ontario Class "DZ" driver's license would be considered an asset;
- Progression through the Art of Supervision Program Certificate or a supervisory program of a similar nature is considered an asset;
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle a current valid and lawful Driver's License is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Should have knowledge of the Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with the work;
- The physical demands analysis associated with this job indicates a sedentary level of work.

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HOW TO APPLY:

- An online application is available and must be completed and submitted by no later than the posting period noted. Internet access is available at your local library branch.
- If you require assistance to apply online, please contact recruitment@citywindsor.ca or call (519) 255-6515.
- The City of Windsor strives to protect all personal information submitted via the internet in response to job postings. We will not ask you to provide your social insurance number or banking or other financial information. Sometimes things happen that are beyond our control. We cannot guarantee that data in our system is immune from unauthorized access. Please have this in mind when you decide to respond to job postings.
To apply for this position, click [APPLY NOW](#)

NOTE:

- **Only those applicants selected for an interview will be acknowledged.**
- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.