

**EXTERNAL JOB OPPORTUNITY**

<b>POSITION:</b>	<b>MANAGER, PARKS DEVELOPMENT</b>	<b>JOB POSTING #:</b>	<b>2019-0288</b>
<b>POSTING PERIOD:</b>	<b>Monday, October 7, 2019 at 8:30 AM to Monday, October 21, 2019 at 4:30 PM</b>		
<b>DEPARTMENT:</b>	Parks	<b>UNION:</b>	Non-Union
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	NU0427
<b>POSITION STATUS:</b>	Regular Full-Time	<b>GRADE/CLASS:</b>	NU14
<b># OF POSITIONS:</b>	1	<b>RATE OF PAY:</b>	\$107,420.39 to \$130,570.71 Annually
<b>POSITION #:</b>	00004230	<b>SHIFT WORK REQ'D:</b>	Yes

**DUTIES:**

Reporting to the Senior Manager, Parks or designate, this position is responsible to oversee/manage all work relating to new parks, streetscapes, under passes, monuments and memorials. Will co-ordinate the orderly development of public property scheduled for parks, recreation, and public open space purposes from conceptual to finished stages, consistent with community requirements; Acts as a liaison for municipal projects requiring Unit input; Analyzes development plans with regards to their impact on the Official Plan relating to the greenway and natural heritage systems; Co-ordinate departmental input on Committee of Adjustment, zoning, street and alley closures, site plan control, and other related matters; Co-ordinate Unit input on negotiations for subdivision agreements with developers; Plans and develops specific facilities; Prepares technical terms of references; Updates and implements Park Master Plans including the hiring of consultants; Responsible for the capital budget preparation and control; Ensures that tendering and purchasing procedures are observed; Manages staff resources, including the provision of training; Attends meetings as required; Maintains amiable relations with the public and fellow staff; Will perform Occupational Health & Safety duties as outlined in the Corporate Health & Safety program.

**QUALIFICATIONS:**

- Must have a University degree in Landscape Architecture or related discipline or Ontario Ministry of Education equivalency, and a minimum of six (6) years of experience to acquire management skills.
- **OR** Must have a Community College diploma in Landscape Architecture or related discipline or Ontario Ministry of Education equivalency and a minimum of ten (10) years of experience to acquire management skills.
- Must be a Full Member of the Ontario Association of Landscape Architects;
- Must have a thorough knowledge of the National Master Specification, Planning Act, Occupational Health and Safety Act (construction practices), Environmental Assessment Act, emerging issues and trends in park planning;
- Must have excellent analytical, problem solving, design, specification writing, project management and negotiation skills;
- Must have working knowledge of the Microsoft Office Suite of Products such as Word, Excel, etc.;
- 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;
- Experience in park planning and contract administration, municipal experience is an asset
- Progression through the Art of Supervision Program Certificate or a supervisory program of a similar nature is considered an asset;

**CONTINUED...**

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#### **QUALIFICATIONS CONTINUED...**

- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's Licence 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.

#### **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](mailto: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.**