



Employment Opportunity

Supervisor – Parks

As the Supervisor – Parks for the Town of Olds you will oversee, mentor, and get your hands dirty with a team to care for and beautify the parks, green spaces, and sports fields within the Town for the enjoyment of residents and visitors to our community. Every day you will plan, organize, and work alongside your team members in the green spaces, sports fields, flower/shrub beds and pathways to ensure these spaces are attractive, and ready to enjoy. To thrive in this role, you must be a Journeyman Landscape Horticulturist (Gardener) that has led a team of 5 or more full time employees year-round and 10 or more seasonal staff in a horticulture related industry.

The Town of Olds was established in 1905 and has a population of just under 10,000 people. The town has grown to encompass over 350 acres of green spaces/parks, sports fields, ball diamonds, playgrounds and over 20 km of paved and unpaved pathways. Each year approximately 120 flower planters add color and greenery to our community. In 2020, construction was completed on a major new sports fields project, the Rotary Athletic Park of Olds. This facility consists of 2 slow-pitch/softball diamonds, 2 baseball diamonds, 2 major league sized soccer pitches, 10 national level tournament horseshoe pits, batting cages, and 2.97 km of paved trails.

Here's what you might expect on a typical day; you will act as the subject matter expert on all things "hort" while acknowledging that although parks and sports field are related, they are maintained differently. Supervising, planning, and organizing the daily tasks for the parks team, mentoring, and helping your team learn by doing is a huge part of this position. We value leadership by example. Besides daily planning, experience in long term planning is needed to identify needs as the town expands. You will know you are successful when you see a park, green space, sports field or playground and people are using those spaces, compliments are received, and when you personally drive by those facilities you get a feeling of satisfaction.

Compensation is based on a 40-hour work week and includes benefits. Rotational Stand-by, and some possible seasonal weekend shifts are required.

A detailed job description can be found on the Town of Olds website at www.olds.ca/contacts/employment-opportunities

Interested parties are invited to send a resume outlining their qualifications by December 13, 2021, at 8:30 am to:

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

The Town of Olds thanks all applicants, but only candidates selected for an interview will be contacted.

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 contributes 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 provide the daily leadership and planning of workloads for Operators, and summer staff positions and will take a lead role in related projects.

#	KEY RESPONSIBILITIES	(% time)
1.	<p>Technical</p> <ul style="list-style-type: none"> • Operates and is responsible for the operations and maintenance parks equipment in accordance with the manufacturer’s operator manuals, Occupational Health and Safety regulations and the Town’s safety policies. • Inspect and maintain playground equipment, Skate Park, Splash Park, and Dog Park, • Plans, prepares, and maintains parks, sports fields, trees and flower gardens, town pathways. • Ensures that outdoor community rinks are implemented as weather permits. • Perform snow removal on trail networks and town owned sidewalks throughout the community and at Nu-2-U and the museum. • Ensures that outdoor recreational facilities are maintained to ensure safe, clean, and appropriate environments for recreational activities. • Performs custodial duties and ongoing facilities maintenance as required • 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. • Oversees the tenders related to contracted work until completion related to annual Parks and Outdoor activity projects. • Respond and investigates customer inquiries and participates in resolving operational concerns. 	80%
2.	<p>Budget</p> <ul style="list-style-type: none"> • Assist with operating budgets and provides input to the Manager on capital expenditures required in the parks and outdoor recreational areas 	5%
3.	<p>Supervision and Projects</p> <ul style="list-style-type: none"> • Provide leadership and supervision to staff when working on open spaces related projects and daily maintenance. • Take lead role in planned and approved projects related to parks, open spaces, and outdoor activities 	15%
4.	<p>Risk Management & Safety:</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"> • 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. 	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, a Class 3 or 1 with Air Endorsement would be an asset.
- 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.

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.
- Responsible for 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 as required.
- 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 certifications 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 operations/parks equipment.

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

<p>DIRECTLY REPORTING TO THIS JOB ARE: 3 – Operator I – Parks, 2 – Operator II Parks and seasonal staff as required</p>	<p>NOC CODE 2021: 82031</p>
<p>Wage Grid: Operations 5 Incumbent Signature: Date:</p>	<p>Supervisor Signature: Date:</p>