



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

MANAGER OF PARKS PERMANENT, FULL TIME (35 HOURS PER WEEK)

The Manager of Parks is responsible for operations, capital, and asset management of Community Services parks, trails, and open spaces for the Township. Responsible for overall management, public engagement, and policy development related to parks. Provides support to Planning and Development for the strategic planning of future parks, trails, and trail connections. All work is performed in accordance with established maintenance standards and Council mandated Level of Service and obligations.

Provides input to the Managing Director of Community Services for the establishment of long-term direction for the Parks' assets and operations consistent with corporate and department plans.

Key Major Responsibilities

Duties include but not limited to:

Park Operations

- Ensures the effective, efficient, safe, and sustainable operations of all Township parks and open spaces.
- Plans and manages the regular and ongoing preventative and seasonal maintenance programs for all Township parks and grounds including setting and adjusting priorities to meet emergent conditions.
- Assists the Managing Director in developing and implementing the planning, design and development processes/actions for new parks, park facilities, infrastructure, and urban forestry programs. Works closely with the other Managers and staff to ensure repairs and projects for municipal parks are completed in a timely manner.
- Assists in and/or prepares cost and quantity estimates and other related specifications in preparation for in-house installations, repairs and/or additions. Ensures appropriate resources are available as required.
- Consults with the Managing Director in preparing the annual operating budget.
- Maintains job costing records of activities, manpower, equipment, supplies, and materials used on projects or jobs. Ensures compliance with budgets and other required specifications.
- Develop Parks policies, and standard operating procedures in line with direction from Council and the Managing Director of Community Services.
- Provide comprehensive advice and report to the Managing Director on Parks operation issues for presentation to Council and community representatives/partners; provide support to the Managing Director in preparing explanations and interpretations of the applications of policies, procedures and services related to Parks operations.

Leadership

- Directly or indirectly supervise and support the Parks Division employee team.
- Provide regular and constructive feedback to staff on performance, recognizing achievements and provide individualized support.
- Responsible for recruitment, selection, and orientation of all Parks Division employees consistent with Township policy.
- Manages performance review process to include goal setting, providing feedback, supporting personal and professional development, mentorship, coaching, and accountability.
- Recommend staffing and staff status changes to the Managing Director as required due to changes in the organization, services, facilities etc. Make certain that the Parks Operations remain timely and relevant in its collective skills and how they are applied.
- Work with the Managing Director, other Managers, and employees to integrate people, structural and managerial systems so that departmental standards and individual diversity can co-exist.

Community Engagement

- Respond to inquiries and/or resolve concerns related to the Parks users, general public, community groups, Members of Council and staff.
- Ensure quality customer service in all aspects of Parks operations consistent with department and corporate standards. Develop and monitor quality assurance program.

- Provide advisory service, support, guidance, and information to committees of council, committees that are struck for various purposes from time to time.
- Manage and make recommendations to the Managing Director resulting from residents and volunteer requests and requirements for Parks.
- Ensure appropriate notification, advertisement or other information tools/programs are developed and available to communicate with the public and stakeholders regarding parks.

Capital and Asset Management

- Support the organization with respect to Asset Management initiatives regarding Parks assets.
- Manage, direct, and oversee construction/renovation contracts for Community Services park projects.
- Manage and coordinate with Purchasing Division the end-to-end procurement processes for capital construction, equipment purchase, and replacement, maintenance contracts, and other purchasing.
- Leading technical and regulatory review processes, ensuring compliance with regulations, bylaws, Parks Development Design Standards, and other relevant policies, guidelines, and standards, ensuring landscape architectural content is correct, complete, or suitable for the intended purposes.
- Oversight for the development of landscape architectural designs and standards, including details, policies, and reports. Make available comment related to landscape architectural components for cross-department projects, as required.
- Provide design input for facility fits, conceptual design, and through to detailed design, as it relates to development proposals and plan review for parks planning and development.

Minimum Qualifications and Requirements:

- Post-secondary degree or diploma with a major in Parks Operations, Recreation Management, or equivalent combination of education and experience.
- Minimum of five (5) to seven (7) years' progressively responsible experience in a management role in park operations in a municipal environment.
- Professional designations and certifications in Parks Operations (i.e., horticulture, arboriculture, forestry and/or turf management).
- Memberships and designations with: Ontario Parks Association, Parks & Recreation Ontario, Sports Turf Canada, Ontario Forestry Association, or Ontario Association of Landscape Architects (or equivalents).
- Progressive, directly related experience, at a managerial level, preferably in municipal environment.
- Experience in green house, turf, forestry, and landscape beautification management.
- Knowledge of Laws and legislation pertaining to parks, risk management, and municipal operations, not limited to the Occupiers Liability Act, Occupational Health and Safety Act, Traffic Safety Act, Ministry of Environment, Building Codes, bylaws and Health department regulations.
- Excellent organizational, project management, analytical, interpersonal, communications, problem solving, financial and budget management, and supervisory skills.
- Excellent knowledge of applicable computer and software programs, including AutoCAD.
- Must hold a valid "G" class Driver's License, a clean drivers abstract and access to a vehicle.

Annual Salary: \$92,759 - \$108,515 (2023 salary range)

How to Apply: Township of Centre Wellington, 1 MacDonald Square, Elora, ON N0B 1S0
via email to: careers@centrewellington.ca

Deadline to Apply: Sunday, March 26, 2023, at 11:59 p.m.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at www.centrewellington.ca and search the Job Opportunities link. Please submit your cover letter and resume in one document in .PDF format and indicate the position title in the subject line of email. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however only those candidates selected for an interview will be contacted. **No phone calls please.**

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.