



WEST HANTS REGIONAL MUNICIPALITY

JOB DESCRIPTION Supervisor, Parks and Grounds

Position Title: Supervisor, Parks and Grounds
Department/Division: Community Development
Reports To: Manager, Parks & Recreation Facilities
Direct Reports: Yes
Salary Range: Level 3
Classification: Full-time
Revision Date: October 2021

Position Summary: The Supervisor, Parks and Grounds is responsible for the operational oversight and day to day maintenance of all municipal trails, parks and outdoor recreation facilities, cemeteries, and municipal grounds under the purview of the Community Development Department. The Supervisor, Parks and Grounds is responsible for supervising and working along side full-time & seasonal staff and summer maintenance employees.

JOB DUTIES AND RESPONSIBILITIES

Supervisory Responsibilities

- Responsible for assisting with the coordination of the hiring, training, disciplining, directing, etc. of seasonal and part-time staff in accordance with the Human Resources policies of the Municipality and further, discuss and resolve matters of interest and concern to such staff.

Maintenance: Equipment and Infrastructure

- Maintains equipment to ensure it is in proper working condition and maintained according to the manufacturer's specification and/or industry standards.
- Monitor equipment performance for operation efficiency; investigate all equipment failures for root causes and determine the type of repair required.
- Uses power tools and other hand tools in the course of work; operates trucks, tractors and other special equipment in connection with work assignments.
- Ensures that sports fields, parks, playgrounds, trails, and other municipal grounds are maintained.

Maintenance: Grounds

- Inspects municipal grounds, playgrounds, parks, trails, cemeteries, and facilities; documents and maintains documentation of inspections.
- Ensures municipal trails, sports fields, recreation sites and municipal grounds are mowed and maintained, sports fields, trails, cemeteries, and other recreation facilities/municipal grounds as required. Operates vehicles and powered equipment for the maintenance and upkeep of municipal grounds (e.g. mower, hauls trailer).
- Constructs, installs, and maintains recreation signs as required.

Office Work

- Completes paperwork, documentation and record keeping.
- Maintains an inventory of equipment and the maintenance required.
- Documents & reports any incidents of vandalism and incidents/near misses and accidents.
- Provide effective service delivery by responding to community complaints or inquiries in timely manner.
- Places orders (equipment, tools, repair parts/materials).
- Assists the Manager, Parks and Facilities and the Director, Community Development as necessary in planning for and implementing capital improvements to sports fields, parks, and municipal grounds.

Other

- Collaborates with the Active Living Coordinator as needed with respect to sports field and park bookings as well as Active Transportation and Trail maintenance and infrastructure/best practices.
- Perform other job-related duties as assigned

Mark Phillips, CAO