

Date: May 7, 2018

Job Title: Parks & Facilities Leadhand

Reports to: Director of Community Services

Positions Supervised: Labourers
Special Projects – Parks & Facilities
Special Projects – Utilities & Special Events
Students
Gardeners

Position Summary:

- Supervise and participate in the maintenance of green spaces, trails, sports fields, parks, beach, docks, wharfs and Municipal facilities and buildings

Key Job Duties

Program Development and Implementation:

- Supervise and participate in landscaping functions such as mowing, trimming, pruning, planting, fertilizing, spraying
- Install landscaping and irrigation systems
- Coordinate building maintenance program
- Coordinate snow removal by hand and with small equipment
- Ensure the maintenance and repair of public wharfs and docks

Operations- Administration/Working Function:

- Determine landscaping requirements, participate in and monitor efficient, effective scheduling, design, planning, coordination, installation and maintenance of landscaping including garden beds, lawns, and sports fields
- Participate in and ensure for effective maintenance of trails, playground equipment, walkways, beach areas, public docks and wharfs
- Provide conceptual landscape and irrigation plans, consult with agencies such as Ministry of Environment, Arborists, nurseries to determine appropriate materials
- Supervise projects, building maintenance and repair requirements such as heating and cooling systems, duct cleaning, security systems and outside contractors
- Participate in and ensure small snow removal equipment is in good working order and provide necessary materials such as salt, sand and shovels
- Supervise, inspect and participate in seasonal installation, removal and repairs of waterfront and Swim Bay equipment such as rafts, zip lines, diving boards, buoys, boom sticks and docks
- Coordinate with community groups for seasonal installation of events such as World of Wheels, Christmas lights and decorations, set up of flags, banners, traffic control including barricades

Customer Service/Communications:

- Provide a variety of direction, problem solving and information to the general public regarding parks and building usage
- Liaise with community user groups such as sports teams providing equipment and supplies

Risk Management Health and Safety:

- Participate in and ensure that staff adhere to Work Safe BC and District policies and procedures
- Provide weekly "safety tailgate" meetings
- Identify hazards and areas of risk and implement corrective measures including staff training and development, parks and building maintenance and repairs, and equipment replacement

Leadership and Supervisory:

- Provide supervision, coaching and mentoring, scheduling and coordination

Financial:

- Provide input on cost estimates for capital projects
- Monitor expenditures for equipment and supplies

Qualifications

Education/Certification

- High School Graduation plus two (2) year program such as Horticulture Program, Turf Management, Landscape Technician or Facility Management
- Supervisory Courses
- Valid BC Class 5 Drivers License
- Pesticide Applicator License

Experience – four (4) years in Horticulture, Facilities Management (maintenance/construction), Project Management, including supervisory experience or an equivalent combination of education, training and experience

Skills:

- Communicate effectively with the public to resolve inquiries regarding issues with Parks
- Develop and maintain effective workplace relationships
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisions:

- Maintain professional and technical requirements for the position
- May be required to perform additional duties as assigned by supervisor
- Work in all types of weather