



Manager of Parks and Open Spaces

Competition number: RR 2024 043

Department: Public Works

The City of Spruce Grove is a fast growing, dynamic city committed to building and maintaining a fiscally responsible community that serves our residents, attracts visitors, and promotes future growth.

The “Values, We Live By” are accountability, communication, leadership, integrity, and respect while we work towards maintaining a work/play balance.

We are an organization that cares, an organization that is committed to our city and committed to you. The City of Spruce Grove is committed to public service, where everyone feels empowered to contribute their best work. We believe that by working together in a spirit of collaboration and respect, we can achieve great things.

POSITION OVERVIEW:

The Manager of Parks and Open Spaces is responsible for the planning, directing and monitoring of the City's Parks and Open Space infrastructure. The employee oversees the operation and maintenance programs that focus on horticulture, turf grass management, forestry, sport fields operation and maintenance, amenity maintenance, environmental services, cemetery maintenance, pathway and trail maintenance and special event support. This position manages the work unit budget and reports to the Director of Public Works.

The salary range for this position is: \$114,714.60 to \$136,354.40

SPECIFIC RESPONSIBILITIES:

1. Operations and Maintenance Management

- Plan, prioritize, assign, supervise and review the work of staff and contractors responsible for maintenance and operational tasks associated with core service provision related to: horticulture, turf grass, forestry, sport fields, amenities, environmental services, Pioneer Cemetery, events, and pathways & trails.
- Develop work objectives and standards for service delivery of each core service; monitor service delivery progress and perform ongoing evaluation.
- Establish schedules and methods for providing landscape maintenance services; identify resources needed; review needs with appropriate management staff and allocate resources accordingly.
- Participate in the development of Public Works goals and objectives as well as make recommendations for change and improvements to existing standards, policies and procedures.
- Identify and respond to park maintenance problems and issues.

- Review landscape designs proposed through capital developments and participate in completion inspections.
- Ensure contracts, tenders and purchases are completed within City guidelines and procedures consistent with the City's requirements and preferences.
- Assist with the administration of the City playground safety program including performing safety audits on City playgrounds; supervise the safety inspection and maintenance of City play areas; assist in the development of new playgrounds and the replacement of existing play areas.
- Ensure maintenance activities are carried out in a safe and efficient manner.
- Coordinate assigned activities with those of other work units, outside agencies and departments.
- Research best practices and ongoing technological applications to ensure up to date processes and activities.
- Perform ongoing reporting on service delivery levels and continue to assess the effectiveness and efficiency of program against established metrics.
- Ensure that critical field level effort data is collected and analyzed for reporting purposes.
- Provide input to Fleet Services regarding capital purchases or fleet management.

2. Leadership

- Delegate operation authority as required to ensure high quality service is achieved and maintained.
- Prepare and conduct employee discussions and performance reviews on a regular basis.
- Provide effective and regular feedback as part of ongoing performance management of staff.
- Participate in all hiring processes and ensure staff are appropriately trained.
- Develop annual goals consistent with the City's Corporate Plan.
- Ensure training is well-planned and contributes effectively to increasing competencies in accordance with Learning Paths.
- Lead regular meetings and team building exercises designed at improving communication and enhancing collaboration.
- Receive and investigate complaints or concerns relative to the delivery of section services and ensure appropriate information is provided or appropriate action taken.
- Promote an atmosphere of continuous improvement and self assessment.

3. Administrative and Financial Management

- Lead the preparation and administration of the annual operations budget; submit budget recommendation and monitor expenditures.
- Manage procurements and service contracts in line with City policies.
- Draft and update policies and procedures as required.
- Participate in reviews of planned and constructed Parks and Open Spaces projects.

4. Regulatory and Health & Safety Compliance

- Ensure operational compliance with provincial legislation and regulations such as the Occupational Health and Safety Act, Cemeteries Act, Environmental Protection and Enhancement Act, Local Government Act, Dangerous Goods Transportation and Handling Act, Public Health Act, Weed Control Act, Traffic Safety Act, and Agricultural Pests Act.
- Provide leadership for health and safety by making every reasonable effort to promote the wellness and safety of staff within the section.

- Ensure contractors and staff are aware of their health and safety responsibilities and that incidents or near misses are reported and investigated.
- Work with staff to develop and maintain required health and safety documentation in support of the Health and Safety Management System.

5. Other Duties

- Understand and adhere to City policies, procedures and standards, whether written or implied, as amended from time to time.
- Perform other job-related duties as required.
- Will provide back-up for other Public Works Managers.
- May provide back up for the Director of Public Works.

REQUIRED QUALIFICATIONS:

- Post-secondary diploma or degree in a related field (i.e., arboriculture, horticulture, landscape maintenance, turf management, etc.) or an equivalency of education and experience may be considered.
- Minimum eight (8) years of related experience, with at least three (3) years in a leadership role.
- Significant experience in Microsoft Office applications.
- Strong working knowledge of Parks and Open Spaces operations.
- Knowledge of the principle of finance and budget management.
- Experience with research, data collection and the interpretation of data.
- Excellent communication skills and excellent presentation skills.
- Strong collaborative negotiation and problems solving skills.
- Highly developed level of interpersonal skills and diplomacy to interact with a variety of internal and external clients.
- Ability to develop, implement and evaluate operational plans.
Ability to analyze and interpret administrative procedures, regulations, legal documents, and/or legislation related to Public Works.

ASSET QUALIFICATIONS:

- Experience working in Public Sector.
- Local Government Administration or Management training.
- Public Works Supervisor Level 2 or 3.
- Leadership for Safety Excellence and Prime Contractor courses.
- Experience working with Geographic Information System (GIS).
- Membership in American Public Works Association (APWA)

CONDITIONS OF EMPLOYMENT:

- Criminal Record Check Clearance.
- Valid Class 5 driver's license with a satisfactory review of a three (3) year Driver's Abstract with no more than six (6) demerits.

COMPETENCIES:

The ideal candidate will be able to demonstrate the following competencies:

- Thinking & Acting Strategically - sees beyond current situation, understands impact, creates alignment, links priorities to strategy, advises.
- Building Influential Working Relationships - able to effectively build relationships with a wide range of partners internally and externally to the organization.
- Optimizing Performance & Results - knows and understands how to set and achieve results, they build accountability with their teams, and maximize their team's performance. They strive to improve performance through innovation, while continually assessing risk and inspiring others.
- Growing Talent & Workforce Capacity - fosters an inclusive workplace, and builds a learning culture that pursues continuous growth, and builds capacity within teams.
- Fostering Innovation & Steering Change – able to identify issues, stimulates creativity, remains on the leading edge, and is agile in change management.
- Politically Astute – knows and understands legislative and regulatory processes and has an intuitive ability to read the political implications of recommendations and actions; prepared to guide and mentor City leadership with solid and informed recommendations.

OUR COMMITTEMENT:

At the City of Spruce Grove, our services center around people. We are not all the same and that is our strength. Our organization is fostering a culture of inclusion. Through curiosity and a commitment to listening, reflecting, and learning, we are striving to enhance our practices. Honouring our differences means we can better serve and build a welcoming, supportive, and safe community. If any employee wishes to discuss our commitment, or how we may accommodate or improve on our commitment they are to bring it to the attention of their supervisor or human resources

WHAT WE OFFER:

- Competitive annual salary
- Pension
- Medical & Dental Benefits
- Life Insurance
- Wellness Initiatives
- Work/Life Balance
- Recognized General Holidays
- Leave Options
- Flexible Work Arrangements
- Perks
- Positive Work Atmosphere
- Employee Awards
- Volunteer and Fundraising Opportunities
- Professional Development

ADDITIONAL INFORMATION:

- Please visit www.sprucegrove.org/careers for more information and to apply.
- Only those candidates selected for further consideration will be contacted.
- Candidates may be interviewed as applications are received.