

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENVIRONMENTAL SERVICES DIVISION - PARKS AND CEMETERIES SECTION – LOCATION – VARIOUS

DISTRICT SUPERINTENDENT PARKS

SUMMARY OF DUTIES

Reporting to the Manager of Parks and Cemeteries section of the Environmental Services Division, the District Superintendent will be an integral part of the Parks and Cemetery team. This highly motivated individual will provide leadership to a large multi-functional work group engaged in the delivery of operational and maintenance programs affecting municipal parks infrastructure.

GENERAL RESPONSIBILITIES

Provides parks program accountability within a District ensuring workplace safety, cost-effective, high quality and timely delivery of services, delivered in compliance with approved budgets, legislation, policy and protocols.

Plans and controls Program delivery within a geographic district including procurement of materials, equipment and services required to support staffing; meeting program delivery objectives, as well as overseeing and monitoring operational contracts.

Provides leadership, motivation, direction to subordinate staff including, scheduling, coordination, oversight, and guidance to subordinate staff in day to day field operations.

Monitors effectiveness of existing program services levels and recommends revisions as required. Participates in development and review of operating policies, procedures, strategic planning and direction of the Parks and Cemeteries section, Environmental Services Division, long range plans, work programs and budgets.

Ensures that routine program performance costs remain within approved budgets and provides budget analysis, estimates and forecasts for consideration by the program Manager.

Promotes teamwork, resource sharing and integration between groups within Parks and Cemetery section within the Environmental Services Division and with other supervisory staff participating in cross-functional and cross-program initiatives.

Directs and schedules regular meetings of subordinate staff. Develops and empowers staff through delegation of responsibilities and accountabilities, through regular feedback, and by providing development opportunities and technical direction.

Makes recommendations for training of staff for the benefit of the corporation, succession planning and the betterment of the individual, leading to cross-utilization of staff.

Provides professional consultation including reports, to the Manager, Director and/or General Manager as required.

Acts on behalf of Manager in his/her absence on divisional management team or other assignments as delegated.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Determines and co-ordinates the annual/seasonal work programs by planning, organizing and scheduling of work activities, materials and equipment for employees, including students, hired equipment and contractors.

Provides consistent performance management for subordinate staff and contractors, including motivation, supervision, interviewing, hiring, discipline, guidance and counsel; attends management and confidential personnel matters.

Interprets and ensures compliance with municipal and departmental policies and procedures such as Attendance Management and various specific By-laws.

Interprets and ensures compliance with the Occupational Health and Safety Act, WHMIS, and all applicable Provincial/Federal Acts, Standards and Union Agreements.

Participates in the evolution of performance standards, training requirements and work procedures.

Identifies and rationalizes a list of specific projects relative to the area of responsibility through proper investigation, cost estimating and the setting of priorities.

Investigates, evaluates and implements solutions and prepares written reports to citizen and council complaints/requests.

Ensures the documentation of work activities through completion of work orders, reports, time cards, absentee forms, vacation scheduling, and daily diary entry of activities, work schedules and programs.

Provides administration and effective cost control of the allocated capital and current budgets through utilization of performance standards, specifications, work programs and procedures, monitoring of cost control reports and statistical data.

Establishes and maintains an effective network of communication between senior management and subordinate staff, various public and private sector agencies, user groups, constituents, civic departments and other levels of government.

Investigates liability claims of personal injury accidents and property damage; attends Examinations for Discovery and Court, as required.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of this position.

QUALIFICATIONS

1. Demonstrated substantial and progressive management experience in a municipal environment coupled with demonstrated management training/education.
2. Ontario Horticultural Diploma or Certified Parks Technologist (CPT) diploma preferred.
3. Experience with general park and/or turf management.
4. Experience in and thorough knowledge of municipal Parks operational maintenance functions.
5. Demonstrated ability and experience in managing a large multi-disciplinary staff in a unionized, results oriented environment.

6. Demonstrated commitment to ensuring a healthy and safe work environment for employees.
7. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
8. Ability to deal effectively with elected officials, representatives of other levels of government, management, community groups/associations/organizations, peers, staff and the general public.
9. Pesticide licence preferred.
10. Strong critical and analytical and problem solving skills, conflict resolution skills.
11. Previous experience working with Collective Agreements and knowledge of the collective bargaining process.
12. Effective written and oral communication skills.
13. Working knowledge of computer software applications (Microsoft Outlook, Hansen, MMS)
14. Demonstrated knowledge of Health and Safety Act and applicable regulations as it relates to the position.
15. Must possess a valid Class "G" Driver's L licence.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.