

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

### (OPERATIONS & WASTE MANAGEMENT DIVISION – ENVIRONMENTAL SERVICES GROUP – LOCATION – VARIOUS)

### DISTRICT SUPERVISOR (PARKS) - CUPE 1041

### SUMMARY OF DUTIES

Reporting to a District Superintendent within the Parks & Cemeteries Section of Environmental Services, the District Supervisor plans, coordinates, schedules, and supervises the performance of a wide range of operational and maintenance programs for Parks infrastructure in accordance with applicable legislative and policy requirements. Two core job functions are supervision of contractors and staff (which involves recruitment, training, deployment and performance management) and resource management (which includes the procurement and coordination of materials, services and equipment) as required to complete program service levels within available budgets in an efficient, safe, and environmentally responsible manner.

### PROGRAM AREAS

General Park Maintenance & Repair	Park Facilities
Sports Fields and Complexes	Various City Facilities – Outdoor Grounds
Trail & Bikeway Maintenance	Play Structures, Splash Pads, Multi-Use Courts etc.
Snow Clearing and Removal Operations (where applicable)	Emergencies
Traffic Control, Book 7	
Turf Maintenance	

### GENERAL DUTIES

Determine and co-ordinate the daily work programs by planning, organizing and scheduling of work activities and equipment for employees, including students, hired equipment and contractors.

Determine and implement best management practices-

Provide technical advice, assessment and direction to staff in accordance with the maintenance, operations and management of parks such as, but not limited to, sports fields, running tracks, lighting systems, plumbing, irrigation systems, drainage (underground and surface), baseball, football, soccer, bocce, cricket, field hockey, horseshoes, tennis, basketball, outdoor ice rinks, volleyball, creative play structures, parking areas spray pads, signage, shuffleboard, roads, pathways and parking areas, marina dock slips/launching ramps, beaches, buildings, parks, roads, fencing, trail systems, storm water systems, snow removal operations, pavement management techniques, reconstructive drainage systems, surveying/designing corrective elevation strategies.

Supervise dedicated outdoor sports complexes by providing technical knowledge on sports turf maintenance, layout, design and construction involving the application of programs, for fertilization, overseeding, topdressing aerifying, irrigation management, soil fertility, and pesticides.

Direct and supervise hired contractors and staff to provide effective project implementation and cost control.

Develop, plan, schedule and administer maintenance related programs for specialty projects such as:

Pesticide Spray Program	Integrated Pest Management Program
Community Ice Rink Program	Naturalization Program
Sports Field Maintenance Programs	Ball Diamond Maintenance Programs
Turf Maintenance Programs	Business Improvement Area's programs

Adopt a Park/Road Program  
Traffic Control/Sign replacement

Special Events  
Community Renewal Projects  
Aquatic Weed Harvesting

Read and interpret drawings, specifications and standards to achieve desirable productivity and quality controls for program delivery.

Liaise with various special event organizers, Community groups in the City of Hamilton such as Business Improvement Areas, Neighbourhood Associations, Volunteer Programs, Special Events Advisory Team, to help facilitate the planning, co-ordinating, site preparation, set-up and dismantling and site restoration to assist with the provision of special events, parades and road races.

Provide technical knowledge on equipment operation and routine maintenance on a broad range of specialized equipment including graders, front end loaders, backhoes, compactors, fertilizer spreaders, rotary mowers, reel mowers, aerifiers, coring machines, top dressers, over-seeders, snow plow, salter/sanders, garbage compactors, snow blowers, various trucks, paving equipment.

Ensure that all parks personnel receive adequate and appropriate safety and technical training to ensure that work is performed in an effective, efficient, safe and productive manner.

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

Interpret and ensure compliance with municipal and departmental policies and procedures, and by-laws such as Attendance Management, City of Hamilton Parks By-laws, Municipal Act/Drainage Act and Ontario Electrical Industry Standards.

Interpret and ensure compliance with the Occupational Health and Safety Act, W.H.M.I.S., various Provincial/Federal Acts and Union Agreements.

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

Identify and prioritize specific projects through investigation, cost estimating.

Ensure that program inquiries and complaints are appropriately investigated and addressed in accordance with corporate customer service guidelines.

Document the activities of the work unit through completion of reports, time cards, absentee forms, vacation scheduling, and daily diary entry of activities, work schedules and programs as well as the operation of computers.

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

Accountable for program performance, including tracking, monitoring and reviewing data in the activity planning system.

Identify, compile and prepare capital project budget estimates and provide project management of approved capital projects

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

Ensure that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties.

Ensure that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensure that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Work 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.

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

**QUALIFICATIONS**

1. Demonstrated and progressive experience in the Horticulture and Parks maintenance field normally acquired by a combination of education e.g. Ontario Parks Association, a diploma in horticulture or turf management or extensive progressive work experience in parks operations and maintenance.
2. Demonstrated experience to develop, direct and implement the delivery of parks maintenance and operations services by making use of significant management and solid leadership skills complemented by a resourceful and results-oriented attitude.
3. Demonstrated knowledge of the Health & Safety Act and applicable regulations as it relates to the position.
4. Excellent organizational skills and time management skills, including the ability to co-ordinate staff requirements for regular, emergency and special services.
5. Must possess effective written and verbal communication skills in the preparation of correspondence and reports and administrative skills.
6. Must possess sound working knowledge and skill with computers in a Windows environment utilizing MS Office software, a strong focus on financial analysis and budgeting would be an asset. Knowledge of activity planning system software (Hansen).
7. The following would be considered an asset: "Landscape Exterminator and Industrial Vegetation Exterminator" Licences.
8. Previous demonstrated experience directing, coaching, mentoring and advising staff.
9. Must possess a valid Class "DZ" Driver's licence.
10. The CPT(Certified Parks Technologist) designation is preferred.

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

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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