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PARK WORKS SUPERVISOR SERIES

PREAMBLE

The Park Works Supervisor series includes the supervisory level positions in a provincial park where the supervision of the maintenance, operation and construction activities are a major component of the normal work duties. The ability to instruct staff in proper working methods, and to ensure proper supervisory techniques are employed. A background in maintenance procedures are necessary for all levels of the series.

Exclusions

This series will not include positions that have a primary responsibility for labour related functions in a minor park area such as grass cutting, janitorial services, minor maintenance and garbage pickup with limited supervisory responsibilities. Excluded from this series are those positions primarily responsible for visitor services such as collection of fees and public information. Also excluded are positions where the primary duties and responsibilities are included in the definition of any other category.

FUNCTIONS: refers to the activities to be performed within a park setting.

Typical functions at most parks include: grass cutting; landscaping; janitorial services; garbage pickup; minor carpentry, painting and mechanical; beach maintenance and basic bunkhouse management.

Complex functions will include: operation and/or maintenance of water and sewer systems; garbage maintenance program; maintenance of roads and trails; operation and/or maintenance of a mechanical shop (major repairs), and/or a carpentry shop (major repairs); operation and/or maintenance of a ski hill, and/or a marina, and/or a townsite.

DEFINITION:

Garbage Maintenance Program: includes picking up garbage, compacting it, loading onto trailers and hauling to one of the four key environmentally approved garbage disposal sites in the province, or the pick-up, hauling and maintenance of garbage dumpsites to environmental licensing standards where the transition to municipal licensed dumps is not yet complete.

KEY FACTORS:

- Skills and expertise
- Nature of functions supervised
- supervisory responsibilities
- size of organization
- scope

PARK WORKS SUPERVISOR 1

GENERAL

This is the first supervisory level where incumbents, under limited supervision, are responsible for the planning, coordination and supervision of maintenance, operations and/or construction activities in a small park having some complex functions in addition to the typical functions or assists a senior supervisor with the supervision of various typical and complex functions in a major park. Positions at this level normally perform labour related duties in addition to their supervisory responsibilities.

TYPICAL DUTIES

Supervises and coordinates all routine maintenance, operations and construction activities to ensure completion of projects: this includes scheduling and assigning duties on a day to day basis; ensuring work conforms to applicable codes, regulations and standards; obtaining supplies and equipment; reviewing and inspecting all work; preparing records and progress reports.

May inspect and perform maintenance to specialized installations such as sewage and water systems, etc.

Plans and organizes the work by identifying work activities, training and checking performance.

Performs labour related duties in maintenance and construction activities.

May be required to assist in other park districts.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

General working knowledge of park construction and maintenance procedures and landscaping techniques.

Ability to supervise and organize construction and maintenance activities in a systematic and efficient manner.

Knowledge of occupational hazards and safety precautions, and related policies, codes, regulations and standards.

Skills in the use and operation of related equipment.

Ability to instruct, supervise and maintain effective working standards.

Ability to communicate both orally and in writing.

Ability to prepare clear and concise reports.

Education, Training and Experience

Related park or construction experience preferably in a supervisory capacity. Appropriate certificates and a valid Drivers' Licence are required.

PARK WORKS SUPERVISOR 2

GENERAL

Under limited supervision, the incumbent will assist in the planning, coordination, implementation and supervision of typical maintenance, operations and construction activities in a major park which includes a majority of complex functions or will be responsible for portions of complex functions in a major park or will be responsible for the planning, coordination, implementation and supervision of typical maintenance, operations and construction in a medium sized park. This level is differentiated from the Park Works Supervisor 1 level in that incumbents at this level normally assume the full responsibilities of the Park Work Supervisor 3 in his/her absence or have the full responsibility for a medium sized park.

TYPICAL DUTIES

Supervises and coordinates all maintenance, operations and construction activities to ensure completion of projects: this includes scheduling and assigning duties on a day to day basis; ensuring work conforms to applicable codes, regulations and standards; obtaining supplies and equipment; reviewing and inspecting all work; preparing records and progress reports.

Inspects/performs and/or ensures maintenance to specialized installations such as sewage and water systems, etc.

May prepare job-cost estimates.

Plans and organizes the work by identifying work activities, training and checking performance.

May assist in the recruitment of staff.

May be required to assist in other park districts.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough working knowledge of park operations or construction and maintenance procedures and landscaping techniques.

Ability to supervise and organize maintenance, operations and construction activities.

Ability to organize development projects.

Knowledge of occupational hazards and safety precautions, and related policies, codes, regulations and standards.

Considerable skill in the use and operation of related equipment.

Ability to instruct, supervise and maintain effective working standards.

Ability to communicate both orally and in writing.

Ability to prepare clear and concise reports.

Education, Training and Experience

Several years' experience in related field. Some supervisory experience required. Appropriate certificates and a valid Drivers' licence are required.

PARK WORKS SUPERVISOR 3

GENERAL

Under limited supervision, the incumbent will be responsible for the planning coordination, implementation and supervision of typical maintenance, operations and construction activities in a major park including a majority of complex functions.

TYPICAL DUTIES

Supervises and coordinates all maintenance, operations and construction activities to ensure completion of projects: this includes scheduling and assigning duties; ensuring work conforms to applicable codes, regulations and standards; obtaining supplies and equipment; reviewing and inspecting all work; preparing records and progress reports. Supervises and coordinates development projects or improvement and refurbishing programs and completes progress reports as required.

Prepares district work and operational plans.

Plans and organizes the work by identifying work activities, training and checking performance.

Ensures regular and preventative maintenance to sewage and water systems are conducted.

Ensures that material listings and related cost estimates are prepared.

Ensures that property inventory is accurately completed.

Participates in the recruitment and selection of staff.

May be required to assist in other park districts.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

A thorough knowledge of standard shop methods, practices and techniques.

Extensive knowledge of park maintenance, operations and construction standard and procedures.

Technical knowledge of landscaping techniques and procedures of implementation.

A thorough knowledge of occupational hazards and safety precautions, and related policies, codes, regulations and standards.

Considerable skill in the use and operation of related equipment.

Ability to read blue prints, plan lay-outs, direct and supervise the work of tradespersons and other skilled and semi-skilled employees.

Ability to make estimates of labour and materials and to arrange for procurement of supplies.

Ability to communicate both orally and in writing.

Ability to prepare clear and concise reports.

Education, Training and Experience

Considerable experience in related field or an equivalent combination of trades training and experience, and several years of supervisory experience. Appropriate certificates and a valid Drivers' licence are required.