

EXTERNAL JOB OPPORTUNITY

POSITION:	SUPERVISOR, PARKS – GENERAL (OPERATIONS)	JOB POSTING #:	2024-0029
POSTING PERIOD:	Wednesday, January 17, 2024 at 8:30 AM to Tuesday, February 13, 2024 at 4:30 PM		
DEPARTMENT:	Parks & Facilities	UNION:	Non-Union
LOCATION:	Various	JOB CODE:	NU0510
POSITION STATUS:	Regular Full-Time	GRADE/CLASS:	NU12
# OF POSITIONS:	1	RATE OF PAY:	\$91,318.22 to \$110,998.40 Annually
POSITION #:	00004209	SHIFT WORK REQ'D:	Yes

DUTIES:

Reporting to the Executive Director, Parks & Facilities or designate, this position will be responsible for the maintenance of work schedules, including all activities as noted in the Maintenance Management Manual. Provide supervision for various sections of the Parks Division on an assignment basis. Provides day-to-day supervision of crews and equipment engaged in the maintenance and repairs within parks, boulevards, beaches, playgrounds, sport fields, natural areas and facility and infrastructure construction. On-site supervision of new parks, facility and infrastructure construction as required. Handles complaints and inquiries from the general public, including the preparation of reports. Responsible to move bags of salt and various equipment and parts within the department. Ensures staff familiarization with provincial safety legislation and corporate safety policies, including coordination of related in-service training and ongoing employee lost time review. On-call responsibilities will be a component of the position. Will perform Occupational Health and Safety duties as outlined in the Corporation's Health and Safety program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a University degree in one of the following: Forestry, Horticulture, Plant Biology, Park/Woodland Management, Turf and Vegetation controls, Public Administration, Business Administration or related field or Ontario Ministry of Education equivalency and a minimum of four (4) years' experience in a parks environment, grounds and facilities, urban forestry operations and maintenance operations with a construction/development function;
- **OR** Must have a Community College diploma in one of the following: Forestry, Horticulture, Turf Management, Public Administration, Business Administration, or Ontario Ministry of Education equivalency and a minimum of six (6) years' experience in a parks environment, grounds and facilities, urban forestry operations and maintenance operations with a construction/development function;
- **OR** Must have an Ontario Secondary School Graduation Diploma plus (1) one year of post-secondary school courses in one of the following: Forestry, Horticulture, Turf Management, Public Administration, Business Administration or related field or Ontario Ministry of Education equivalencies, and over ten (10) years of experience in a parks environment, grounds and facilities, urban forestry operations and maintenance operations with a construction/development function;
- Must hold and maintain a current valid and lawful Class G driver's license in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment.
- Must have proven experience liaising with the general public, consultants, contractors and other agencies.
- Must have supervisory/leadership experience in a unionized environment.
- Must have a proven ability to analyze problems and communicate effectively, both orally and in writing.

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QUALIFICATIONS CONTINUED:

- Must have knowledge of the Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with work.
- A valid Ontario Class “DZ” driver’s license would be considered an asset.
- Will be required to complete and remain current as per the requirements of the Corporation’s Management Certificate Program.
- Progression through the Art of Supervision Program Certificate or a supervisory program of a similar nature is considered an asset.
- Possession of a valid Ontario Pesticides Spray License Exterminator, Landscape, Vegetation, and Nursery/Forestry will be considered an asset.
- The physical demands analysis associated with this job indicates a light level of work.

HOW TO APPLY:

- An online application is available and must be completed and submitted by no later than the posting period noted. Internet access is available at your local library branch.
- If you require assistance to apply online, please contact recruitment@citywindsor.ca or call (519) 255-6515.
- The City of Windsor strives to protect all personal information submitted via the internet in response to job postings. We will not ask you to provide your social insurance number or banking or other financial information. Sometimes things happen that are beyond our control. We cannot guarantee that data in our system is immune from unauthorized access. Please have this in mind when you decide to respond to job postings.

NOTE:

- **Only those applicants selected for an interview will be acknowledged.**
- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.