



OAKVILLE

THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 1096-001

CALL NO. 24-3554

Job Designation:	Manager, Parks Capital Planning & Management
Department:	Parks and Open Spaces
Job Details:	Permanent Full Time (Non-Union)
Salary Range:	\$124,348 - \$149,279
Pay Grade:	208
Closing Date:	Applications for this position must be received at oakville.ca no later than 11:59pm on February 12, 2024 .

This position reports to the Director, Parks and Open Space and is responsible for the direct supervision of work relating to parks capital planning and management within the Town of Oakville.

What can I expect to do in this role?

- Provide leadership to and supervision of staff including the assignment and priority of work, review of the staff work product, performance evaluation, training and in conjunction with the Director, be involved in the disciplining, promotion, transfer and termination of staff.
- Develop short and long term strategies, including recommendations for acquisition of parkland, related to parks development through implementing an integrated public parkland and open space system.
- Monitor the Section's activities and the effectiveness of policy implementation and assess the need for change in the context of Council direction, current trends and legislation.
- Respond directly and/or otherwise initiate and ensure investigation and suitable timely follow-up response to inquiries, complaints, or requests for service from the general public, residents, emergency services, other Departments, senior management, Members of Town Council.
- Procure & manage landscape architectural consultants, professional and contract services. Prepare/review project requirements & specifications and/or terms of reference and requests for proposals.
- Develop parks development standards, policies and procedures in consultation with Parks Operations staff to ensure the needs of the community are met within industry best practice. Contributes to Departmental strategic plan and assists in the implementation of approved recommendations.
- Responsible for developing the section's annual budget, monitoring annual parks development budgets and accounts as well as capital rehabilitation projects and budgets.
- Responsible for assisting in developing and recommending short and long term financial forecasts for park development and park infrastructure/masterplan renewal.
- Approve landscape design drawings, construction specifications and tender documents prepared "in-house" or by consultants. Ensure municipal compliance with legislated requirements and current sound landscape standards and practices.
- Liaise with industry and outside agencies, fostering good relationships, partnering with local Boards, engineering consultants and other external political appointees.
- Liaise with other municipalities and departments on a wide range parks development related matters .
- Lead and represent the section at Oakville Council meetings, various committees, working groups, and taskforces, as required, and public meetings and respond to public comments and inquiries.
- Review and approve park designs ensuring compliance to established policies and procedures.
- Ensure Town policies and By-laws are followed and maintained.
- Maintain effective relations with the public, including communications with developers, citizens, resident associations, community groups and regional/provincial officials; representing the Town at hearings/public meetings including advice as required to statutory land use process.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

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- Establish for the Section the overall goals and objectives, the work program, identify areas of improvement and change.
- Direct and/or perform research; keep current with ongoing improvements in systems, technologies, practices and programs for municipal park operations and equipment, with a commitment to continuous improvement and adoption of “best practices”.
- Develop, recommend and implement new/ revised/innovative technologies, methodologies, policies, standards, levels of service, procedures or programs accordingly.
- Assume the duties of Acting Director during absences or as directed.
- Special projects and other duties as assigned by Director, Parks & Open Space.

How do I qualify?

- Post-secondary degree in Landscape Architecture, and a member in good standing with the OALA (Ontario Association of Landscape Architects).
- Knowledge and exposure to “Brownfield development”, community scaled design projects, construction methods, project management, and contract administration.
- Minimum of 8 years of relevant progressive experience in park design, planning, development and operations including prior supervisory experience. A combination of education and experience may be considered.
- An understanding of Provincial legislation such as the Planning Act, Municipal Act, Development Charges Act, Environmental Protection Act etc.
- Strong communication and interpersonal skills are required to deal effectively with Council, the public and with staff.
- Demonstrated capability of building confidence in his/her judgment and of inspiring loyalty, professionalism, creativity and a strong work ethic in staff.
- A dynamic, team-oriented individual with highly developed project management skills and an ability to handle multiple priorities.
- Sound analytical, decision-making, problem solving, organizational and leadership skills.
- Proven ability to effectively manage/lead a staff team in a unionized environment.
- Effective listening and strong public relations skills.
- Excellent verbal and written communication and presentation/public speaking skills with experience with municipal committees and council.
- Flexible and capable of working extra hours, attend evening meetings and special events, etc.
- Highly functional in computer applications such as Microsoft Office and customized software used within the industry.
- Required to supply own personal vehicle for performing job duties/corporate business and must possess a valid Class ‘G’ Ontario Drivers License. Travel to a variety of sites is required.

Core Knowledge Required for Success

In addition, your experience demonstrates the following **Manager leadership competencies**:

- Strategic Thinking – innovating through analysis and ideas
- Engagement – mobilizing people, organizations, partners
- Management excellence – delivering results through action management, people management and financial and asset management
- Accountability and Respect – serving with integrity and respect

Click [Competency Profile](#) to view the competencies for this Manager level

Corporate Values:

Teamwork, accountability, dedication, honesty, innovation and respect

DATED: January 29, 2024

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. Applicants may also be required to undergo testing.

We thank all applicants and advise that only those selected for an interview will be contacted.

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Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3