

## City of Waterloo

One of the World's Top Intelligent Communities, Waterloo boasts a knowledge economy that is globally recognized and is home to major employers, global think-tanks, the country's leading finance and insurance companies, and world renowned post-secondary institutions. Waterloo's prosperity is at an all-time high and consistently outperforms provincial standards for wealth, educational attainment, and talent. From urban design and architecture awards to sustainability and economic development awards, Waterloo wins local, provincial and global acclaim as a premier destination for success.

### **Director of Parks, Forestry and Cemetery Services**

#### **Position Description:**

The Director, Parks, Forestry & Cemetery Services (PFCS) leads a diverse team of passionate professionals and subject matter experts to provide a balance of active and passive spaces within the City that meet the diverse social, environmental and health needs of our community. The Director guides the division, with a unionized and non-unionized team, in achieving its strategic direction and priorities. Reporting to the Deputy CAO/Commissioner of Community Services, the director demonstrates support for the corporate strategic plan and values in addition to participating fully as a member of the Community Services leadership team.

The successful incumbent will be an accomplished and motivational leader who applies these attributes to the recruitment, development, and management of the PFCS team. The diverse responsibilities will include directing the preparation of budgets, projects, business and operational plans, and liaison work with community organizations, industry and regulatory agencies, driving the achievement of strategic and business plan goals and objectives. Outcomes will ensure that service delivery and projects are carried out on time and on budget in accordance with established standards. Strong technical experience and skills will play an important role in leading the various sections within PFCS, including park operations, open spaces and trails, playgrounds, sports fields, horticulture, cemeteries, forestry, divisional winter control, stewardship and capital projects.

#### **Accountabilities:**

- Overall accountability for establishing annual goals and objectives for the division. Sets priorities and ensures that work plans to achieve division and department goals are established and implemented
- Direct the preparation of the division's operating budget, capital budget, business plan and master plans
- Ensure that programs and projects are carried out within budget and within approved timelines
- Ensure excellent customer service and response is provided by the division
- Ensure equity, diversity and inclusion are embedded in service delivery and operations
- Establish and communicate a strong strategic focus for the division
- Direct all-season outdoor operations within the PFCS division
- Direct divisional storm damage response and winter control

- Research and apply best practices in PFCS and develop quality measurement tools, standards, policies and procedures to support services
- Responsible for the recruitment, selection, orientation, supervision, performance management, mentoring and development of division members. Coach and advance the technical skills of the team with a focus on customer service, efficiency, and positive employee relations
- Collaborate and communicate effectively within the division and externally with other divisions, agencies and community groups
- Prepare, review, and edit reports, emails and briefings flowing to Council
- Attend and present at Council meetings and field inquiries from elected officials; respond to media enquires Negotiate or oversee the negotiation of contracts for the provision of and/or purchase of goods and services for the division
- Ensure all applicable health and safety requirements of the Province of Ontario and City of Waterloo are implemented and maintained
- Participate as a member of the Operational Leadership Team and on corporate internal and external committees and projects as required

### **Minimum Qualifications**

- Bachelor's degree in Parks Management, Landscape Architecture, Horticulture, Forestry or related environmental discipline with a minimum five years of management experience in municipal parks and recreation or a related field. Equivalent combinations of education and experience will be considered.
- Proven success in delivering results through developing and implementing effective strategies policies, programs and systems for municipal parks and recreation
- Experience effectively preparing, implementing and monitoring business plans with multi-million dollar capital and operating budgets
- Proven leadership experience; success in shaping a positive team culture by coaching and developing others and managing division and individual performance
- Commitment to outstanding customer service with the ability to lead, motivate, influence and work collaboratively and effectively with the public, internal customers and other partners
- Demonstrated superior written, oral and presentation skills with a variety of audiences including the general public, community groups and City Council
- Superior problem solving and negotiation skills to deal effectively with various collaborators
- Well-developed human and public relations skills
- Excellent organizational skills and experience in coordinating and managing multiple activities and projects to successful conclusions
- Working knowledge of applicable legislation, standards and agreements such as the Municipal Act, Occupational Health and Safety Act, Provincial Minimum Maintenance Standards and relevant collective agreements
- Strong computer skills and working knowledge of Microsoft Office (Word, Excel and PowerPoint)
- An ability and willingness to travel between worksites, as necessary, utilizing reliable, safe and efficient methods of transportation is required to perform the job
- A satisfactory Police Criminal Records and Judicial Matters Check will be required as a condition of hire

### **Annual Salary Range**

\$131,164 - \$163,955

## Application Process

Interested and qualified candidates are invited to submit their resume and cover letter in one document through the online application process. For posting and application details please visit: [www.waterloo.ca/careers](http://www.waterloo.ca/careers)

## Be You @ Waterloo

At the City of Waterloo, we are committed to recruiting a diverse workforce that represents the community we so proudly serve. All interested and qualified candidates, including Indigenous persons, Black persons, non-Black racialized persons/persons of colour, women, persons with disabilities, 2SLGBTQ+ and those interested in joining our team are encouraged to apply.

## Accommodation

The City of Waterloo is committed to creating and maintaining a workplace that is welcoming, inclusive, and barrier-free. Accommodations in accordance with the Human Rights Code and other applicable legislation are available throughout all stages of the recruitment process. For accommodation during the application process, applicants are requested to make their needs known via email at [recruitment@waterloo.ca](mailto:recruitment@waterloo.ca), quoting the position and competition number. Applicants advanced through to subsequent stages of the recruitment process will be provided with additional opportunities to make their needs known.

## We've Got You Covered

The City of Waterloo strives to be an employer of choice for strong talent dedicated to serving our community, and offer the following:

- Flexible work schedules to support and nurture work-life balance;
- Competitive wages and a fulsome employer paid benefits package, including paid sick leave, long-term disability, OMERS pension and an Employee and Family Assistance Program;
- A staff team dedicated to fostering and advancing action to support the organization's ongoing commitment to Indigenous Initiatives, Anti-Racism, Accessibility and Equity;
- Substantial internal and external training and development opportunities;
- Compassionate and caring organization that promotes and embraces a culture of health, safety and wellness;
- Strong commitment to providing and maintaining a psychologically safe workplace that is respectful, inclusive, and where all individuals are valued;
- Paid vacation and personal days, paid float holiday(s), and an overtime bank;
- Employee Purchase Programs (Corporate Cell Phone plans, Computer Purchase Plan, etc.);
- Dress-down Fridays, and optional Wednesdays in partnership with the United Way fundraising campaign;
- City of Waterloo Staff Recreation Pass;
- Anniversary milestone gifts, for regular part-time and full-time staff; and,
- So much more!

**Job Posting Deadline:** February 10, 2023 @ 4:00pm