



## JOB DESCRIPTION

Job Title: **Manager of Parks and Environmental Services**  
Direct Supervisor: Director of Operations  
Hours: Full-time  
File Reference: 07-2560-02

Affiliation: EXEMPT  
Salary: \$109,540/Yr (2020 Rate)  
Date Approved: May 25, 2020

### Position Summary

Reporting to the Director of Operations, the Manager of Parks and Environmental Services oversees the operation and maintenance of the District's public spaces and infrastructure. The Manager of Parks and Environmental Services will effectively lead a team of trained and experienced staff to champion the advancement of environmental initiatives and programs for the District of Sooke and will take the lead on strategic environmental planning and land development.

### Nature & Scope of Work

1. Provides effective management, advice and mentorship to Parks and Environmental Services staff.
2. Manages the general operation and maintenance of public greenspaces to ensure compliance with related District bylaws and policies.
3. Works closely with the Parks Operations Lead Hand to determine overall priorities and establishes and enforces safe work plans, policies and operating procedures.
4. Manages the reviewing, developing and implementing District bylaws, plans, policies and public information materials to ensure compliance the advancement of parks and environmental services initiatives.
5. Provides direction on referrals from internal and external agencies and requests for information and advice for subdivisions and planning purposes as they relate to District bylaws, plans and policies and provincial and federal legislation.
6. Develops and administers Parks and Environmental Services budget and strategic and financial plans and monitors and controls spending ensuring the effective and efficient expenditure of allocated funds.
7. Manages projects and programs including hazardous tree and tree preservation, invasive species and watershed management.
8. Hires, manages, directs and develops staff monitoring performance in accordance with goals and objectives. Ensures adherence to corporate policies and collective agreements. Leads, coaches and mentors staff recognizing the importance of leadership, supervisory and technical training. Develops and sustains a flexible workforce encouraging staff to pursue opportunities that complement their skills and experience.
9. Works collaboratively with staff to resolve technical or interpersonal issues encountered while performing their work. Monitors work assignments ensuring they are adequately staffed and funded. Facilitates information sharing to transfer knowledge and experience and increase the efficiency and effectiveness of the team.
10. Ensures staff and contractors perform their work in accordance with corporate and WorkSafe BC regulations. Ensures safe work procedures are integrated in parks operations.
11. Manages the procurement and delivery of internal improvement projects and actively participates on project teams to ensure operations needs are incorporated into major capital improvement projects.
12. Prepares and presents reports for consideration by the Committee of the Whole and Council.
13. Participates in committees and task groups initiated by the District.
14. Oversees the asset management programs for the division.
15. Directs staff and contractors in the management of capital greenspace projects.
16. Represents the District of Sooke at a staff level on regional, inter-municipal, inter-agency, inter-government and community committees or boards.
17. Liaises with regulatory agencies, municipalities, governments and associations.
18. Performs other duties as required as related to the nature and scope of work.

## Knowledge, Abilities, & Skill Requirements

1. Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials, business representatives and other employees, and to meet and successfully serve the public on a continuing basis.
2. Ability to maintain confidentiality of matters as required.
3. Ability to work well under pressure and to a deadline.
4. Thorough knowledge of business English.
5. Thorough familiarity and proficiency with Microsoft Office and GIS software.
6. Working knowledge of adopted District document management practices.
7. Working knowledge of the operations and functions of other District departments and environmental trends and issues.
8. Must have experience in managing large capital projects and working with multi-disciplinary teams.
9. Sound ability to manage, coach and guide others while enhancing individual and team effectiveness. Ability to mentor and foster the development of direct reports.
10. Ability to review, assess and accept engineered drawings submitted to the District in relation to development.
11. Working knowledge of related municipal legislation, i.e. *Local Government Act*, *Community Charter*; and federal and provincial legislation related to the environment.
12. Working knowledge of fundamental planning principles including planning theory, site planning, subdivision design, policy and bylaw development.
13. Excellent planning and organizational skills as well as the ability to apply knowledge and problem-solving skills in a timely manner to respond to issues and escalates as required.
14. Strong written and verbal communication skills.
15. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
16. Ability to adapt quickly to change and will be able to work effectively within a team dynamic environment
17. Excellent teambuilding skills.
18. Demonstrate proficiency in the core competencies of:
  - a) Adaptability: Willingness to be flexible in a changing environment
  - b) Relationship Building: Establishes and maintains respectful and cooperative working relationships
  - c) Effective Communication: Communicates effectively with others
  - d) Problem Solving: Recognizes and acts to resolve problems
  - e) Organization: Organizes work so that others will understand it, in order to achieve District goals
  - f) Customer Focus: Provides excellent service to both internal and external customers

## Training & Experience Requirements

1. Master's degree in environmental science, parks management or related discipline and a minimum of three (3) years of related experience in parks management and environmental services, or a Bachelor's degree and five (5) years of directly related experience.
2. Three (3) years of diverse and progressively more responsible local government experience or equivalent experience in government/private sector. Education and experience in project management is considered an asset.
3. Member of the College of Applied Biology (R. P. Bio) or equivalent professional designation.
4. Valid Class 5 BC Driver's License.

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The previous statements reflect the general duties considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.

APPROVED BY:

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Norm McInnis  
Chief Administrative Officer

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Date