



JOB DESCRIPTION

Job Title: **Parks Operations – Lead Hand**
Direct Supervisor: Manager of Parks and Environmental Services
Hours: Full-time (as per CUPE Agreement)
File Reference: 07-2560-02

Affiliation: CUPE 374
Salary: \$36.70/Hr (2020 Rate)
Revision Date: August 31, 2020

Job Description is Currently under Review

Position Summary

Reporting to the Manager of Parks and Environmental Services, the Parks Operations – Lead Hand is a technical, working position, including administrative and supervisory duties. The Parks Operations – Lead Hand is responsible for leading parks employees in the construction, inspection, and maintenance of public spaces, municipally-owned property, and major parks programs, such as: daily maintenance, playground inspection, tree planting, landscaping, and irrigation.

The Parks Operations – Lead Hand is a team-oriented and self-motivated individual and exercises considerable independent judgement in the performance of their duties. They should possess exceptional interpersonal skills to build rapport quickly with others, create a positive influence, motivate team members, and ensure safe and efficient operations. The Parks Operations – Lead Hand is required to complete manual work duties, entailing physical effort and agility in the performance of a variety of manual construction and maintenance tasks requiring limited training or previous experience.

Nature & Scope of Work

1. Performs and leads a variety of skilled horticultural tasks for the planting, cultivating, fertilizing, and pruning of trees, shrubs, flowers, and lawns.
2. Performs and leads the maintenance of landscape features and vegetation along municipal trails and walkways, boulevards, municipal rights-of-ways, and within parks.
3. Performs and leads a variety of construction, inspection, and maintenance tasks related to parks facilities, such as: concrete pouring, construction work, irrigation repair, and general maintenance.
4. Performs inspections and maintain records for playground equipment and municipal assets.
5. Performs winter maintenance (snow removal, salting, and sanding) on public properties.
6. Troubleshoots minor issues with small engines and equipment. Performs basic service maintenance on all tools and equipment operated.
7. Conducts daily and weekly preplanning for all crew tasks.
8. Ensures the safety of parks crews and the public by enforcing all appropriate Municipal and WorkSafeBC regulations.
9. Monitors parks crews to ensure safe and efficient workplace practices.
10. Ensures work is completed according to municipal specifications and instructions from the Manager of Parks and Environmental Services and within approved budgets.
11. Prepares and maintains a variety of records, reports, sketches, charts, and other related data.
12. Perform basic carpentry work in the construction, alteration, repair, and maintenance of concrete forms, gates, fences, ladders, piers, wharves, floats, and signs.
13. Assists in the preparation of cost estimates and project budgets as required by the Manager of Parks and Environmental Services.
14. Requisitions materials and equipment needed for various jobs undertaken and maintains asset records.
15. Performs custodial building cleaning as required at municipal washrooms.

16. Performs required maintenance of District-owned properties.
17. Supervises, trains and mentors employees as required, as well as assists in the preparation of employee performance appraisals.
18. Plans, schedules, and assigns work on a daily basis and prepares annual work plans.
19. Performs weekend work may be required, as well as standby for after-hours work.
20. Performs related work as required.

Knowledge, Abilities & Skill Requirements

1. Ability to function efficiently with limited direction, to establish and maintain effective working relationships with 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. Excellent organizational and record maintenance skills.
5. Ability to communicate effectively verbally and in writing.
6. Advanced knowledge of methods, practices, materials, tools, and equipment used in Municipal Parks and the ability to apply the above knowledge to the physical application of various tasks to the Municipal Parks System.
7. Advanced knowledge of the methods, materials, tools, and practices used in maintaining or constructing lawns, flower gardens, trees, shrubs, and other features of an ornamental park and trails.
8. Advanced knowledge of all branches of horticulture, including plant material, control of weeds, insects and diseases, the use of fertilizers and sprays, and the nature of soil and plant growth.
9. Ability to direct and supervise the activities of subordinates.
10. Ability to operate the use of trucks, trailers and equipment.
11. Sufficient physical strength, stamina, and co-ordination to perform heavy manual outdoor work in all weather.
12. Ability to read plans, write reports, and keep written records of departmental operations.
13. Advanced skill in the use and care of gardening tools and equipment.
14. Knowledge of the rules and precautions necessary to prevent accidents in and around municipal facilities and equipment, and ability to comply with all pertinent WorkSafeBC and Occupational Health and Safety regulations.
15. Basic knowledge of office productivity software, such as: email, reports, and spreadsheets.
16. 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. Completion of Grade 12 or recognized equivalent.
2. Possession of a Landscape Horticulture Certificate from a recognized educational institute and Red Seal Certification of Qualification and Apprenticeship from the Province of British Columbia.

3. Possession of a valid Playground Safety Inspector Certificate from the Canadian Parks and Recreation Association.
4. Possession of a valid Integrated Pest Management Applicator Certification – Landscape.
5. Traffic Control Person certified by the BC Construction Safety Alliance.
6. Level 2 First Aid.
7. Minimum of five (5) years' supervisory experience directly related to general parks maintenance.
8. Minimum of five (5) years' administrative and practical application experience directly related to general parks maintenance.
9. Minimum of five (5) years' experience in the use of tools, equipment, and machinery required to maintain and construct park projects.
10. Possession of a valid B.C. Driver's License and the ability to obtain a Class 3 License.

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:

Norm McInnis
Chief Administrative Officer

Date