

SUNSHINE COAST REGIONAL DISTRICT

JOB DESCRIPTION

PARKS SERVICES COORDINATOR

EXEMPT (Y/N): No

SALARY LEVEL: TBD

LOCATION: Outside

APPROVED BY: GM, Community Services

Replaces: Parks Operations Technician

DIVISION: Parks Services

DEPARTMENT: Community Services

SUPERVISOR: Manager, Parks Services

DATE: January 2025

DATE: November 2021

SUMMARY: Under the general direction of the Manager, Parks Services, this position is responsible for the overall provision of services throughout the Regional District including overseeing all day-to-day operations and maintenance of Parks Services and its functions as assigned, ensuring all business processes are addressed in an efficient and effective manner, and that all parks provide a safe, well-maintained, and enjoyable experience for visitors.

KEY RESPONSIBILITIES include:

1. Provides support to the Manager, Parks Services by overseeing the effective and efficient operations, maintenance, public safety, security, and ecological integrity of all park properties and infrastructure that includes, but is not limited to, park lands, turf and trees, sport fields, trails and pathways, parks amenities, structures, and playgrounds.
2. Establishes and coordinates maintenance schedules to ensure operational activities are aligned with annual plans, capital plans, asset management plans, regulatory requirements, and approved budgets.
3. Oversees the parks operations health and safety requirements including the development, scheduling and documentation of site and facility inspections, safety plans, safe operating procedures, and toolbox meetings.
4. Ensures that vehicles, equipment and tools are in proper working condition and are inventoried accurately.
5. Supports the evaluation, estimation, and purchase of materials and supplies to address maintenance and asset management requirements, within approved operating budgets.
6. Participates in the design, co-ordination, and completion of minor construction projects.
7. Assists in the hiring, ongoing training, development, performance engagement, and evaluation of parks operations staff including quality control of work being performed by staff by performing pre-work reviews and inspections.
8. Provides draft specifications for tenders, acts as project lead, assists in reviewing and evaluating contract submissions, and manages contracts as assigned.
9. Assists in the preparation and administration of the department's operating and capital budgets at the project level.
10. Remains up to date and ensures compliance with SCRD policies, bylaws, Workers' Compensation Act and OHS regulations applicable to the work being supervised.
11. Maintains accurate records of assets/asset condition and reports on work completed as required.
12. Maintains regular and effective communication with Manager, Parks Services to maintain effective service delivery.
13. Other related duties as assigned.

TYPICAL ACTIVITIES *include:*

1. Supports project costing, tendering coordination, leads scheduling and engagement of contractors, and other tasks as necessary to complete projects within approved budget and established timelines.
2. Reviews overall park asset management and maintenance plans and collaborates with required staff to prioritize short and long-term park maintenance plans.
3. Maintains service by planning work production, communicating clear expectations, and monitoring completion of tasks within established timelines.
4. Schedules staff to maintain required operational staffing levels, including approving leave requests.
5. Inspects and reports on properties for maintenance and safety issues.
6. Assists in coordination of Dakota Ridge Winter Recreation Area operations including snow grooming, building, equipment, trail and road maintenance.
7. Coordinates and assists in cemetery operations related to burials and grounds maintenance.
8. Provides training and instruction on the safe use of park operations equipment including, but not limited to, power mowers, turf mowers, tractors, chainsaws, snow grooming equipment and other landscape and power tools and equipment as required.
9. Advises on the application of SCRD policies and procedures to staff as well as the collective agreement, bylaws, applicable legislation and regulations.
10. Ensures the safe working condition, maintenance, and inventory of the equipment, tools and fleet assigned to Parks.
11. Performs tasks requiring a moderate degree of physical effort over short to intermediate periods of time, including using hand tools, handling materials, and walking or climbing on rough terrain that may include occasional exposure to inclement weather.

QUALIFICATIONS, EDUCATION, AND EXPERIENCE

- Post-secondary degree from a recognized institution in a relevant discipline such as a Bachelor of Science in Natural Resources Management with Major in Outdoor Recreation and Conservation, Bachelor of Arts in Environmental Practice, ideally supplemented by additional education in areas such as parks operations and maintenance, construction technology, natural resource management, or turf management.
- A minimum of five (5) years of progressively more responsibility and diverse exposure to a broad range of professional parks industry experience, along with a minimum of 2 years supervising staff, in areas that include parks and trails design and construction, playground safety, sports field management, typical construction methods, equipment operation, knowledge and implementation of current environmental best practices, managing projects, and the development and implementation of work and maintenance plans.
- Consideration may be given to a relevant Diploma combined with extensive experience.
- Valid Occupational First Aid Level 1 certificate, with CPR, or equivalent.
- Current Wildlife Danger Tree Assessor certification or equivalent.
- Current certification in Chainsaw operations is preferred.
- Valid Class 5 BC Driver's Licence.

OTHER SKILLS / KNOWLEDGE / INFORMATION

- Excellent interpersonal, communication and leadership skills, including the ability to promote a respectful workplace and a cohesive team environment.
- Demonstrated ability in the operation and instruction of related parks machinery, equipment, and power tools.
- Ability to communicate respectfully and professionally, orally and in writing, with other staff, contractors and members of the public, maintaining a strong customer service focus.

- Proficient in the use of Microsoft Office software programs, specifically Word, Excel, Outlook, SharePoint and Teams.
- Thorough knowledge and understanding of the philosophy and objectives of municipal parks and the principles of park management, operation and maintenance.
- Thorough knowledge and understanding of the Cemetery Operations including the provincial Cemetery Act.
- Knowledge and experience with Nordic Ski facility operations.
- Ability to read and interpret blueprints, schematics, and technical drawings.
- Ability to develop and maintain sound operation and maintenance procedures and systems, policies and procedures and operations manuals.
- Knowledge of local, provincial and federal legislation and Bylaws governing the operation and development of park facilities and public spaces.
- Ability to problem-solve, work within deadlines, handle multiple tasks and successfully meet challenges.
- Ability to exert moderate physical effort and work outside in all types of weather.
- Demonstrated ability to engage in continuous learning and on-the-job training.
- Basic knowledge of, and experience with, GIS applications would be an asset.
- Parks Operations includes weekend shifts, and this position will be required to schedule themselves to appropriately to provide leadership and supervision and may also be required work evenings to respond to emergencies.