

**TITLE: PARK MAINTENANCE SUPERVISOR**
**CLASSIFICATION: TECH 3**
**ORGANIZATIONAL CONTEXT**

Regional Operations Branch is the front-line service delivery branch within Parks Division of the department of Forestry and Parks. Regional Operations is responsible for enabling outdoor nature-based recreation across over 260 high-value sites and facilitating the use of approximately 12 million visitors annually. Regional Operations consists of a peak summer operating season team of over 700 permanent and seasonal staff and is responsible for the delivery of an eclectic range of front-line public services ranging from safe water plant operation to engaging interpretation stage shows.

The Park Maintenance Supervisor operates within the Maintenance and Municipal Services Stream to ensure that Park facilities, grounds, equipment, and vehicles are maintained, serviced, cleaned, and operated in a manner which provides a quality visitor service.

The Park Maintenance Supervisor falls under the following organization:

**MINISTRY: FORESTRY AND PARKS**
**DIVISION: PARKS**
**BRANCH: REGIONAL OPERATIONS**
**WORK UNIT: GEOGRAPHIC REGION/AREA/DISTRICT**
**JOB OVERVIEW**

The Park Maintenance Supervisor is a role within Regional Operations Branch that ensures that Alberta Parks sites, infrastructure, and assets are regularly maintained so that a high-quality park visitor experience is available for Albertans. This position contributes to protecting the health and safety of park visitors and staff, maximizing the life span of infrastructure, and ensuring effective use of equipment and facilities.

The Park Maintenance Supervisor is directly accountable for Park maintenance operations for a single large and/or complex site, or at several smaller and/or less complex Parks sites. This includes the following functions: Training and supervising subordinate staff; scheduling and overseeing the maintenance (corrective and preventative) of facilities, vehicles, and equipment; performing park maintenance duties; operating equipment; assisting in the operation of various utility systems (where applicable) and purchasing supplies and services where needed. The position also provides input and expertise into park facility operation plans and is looked to for continuous improvement of service delivery through innovation and collaboration. The Park maintenance supervisor is also responsible for overseeing service contracts and contractors.

The work performed must meet required quality standards, be reflective of visitor needs and organizational priorities, comply with applicable divisional and departmental guidelines and policies, and be completed in accordance with OHS policies and regulations.

## ACCOUNTABILITIES

1. Supervise subordinate staff to ensure all work is performed correctly, efficiently, and safely by:

- Recruiting to vacant wage positions.
- Providing hired wage staff with detailed orientation and task specific training.
- Providing staff with daily direction, prioritizing, and assigning tasks, scheduling staff in order to provide required services, and ensuring appropriate reporting of work hours.
- Monitoring and evaluating work being performed by staff to ensure required quality standards are being met and implementing corrective measures if required.
- Validate and approve employee time and attendance records.
- Review and approve expense reporting for direct reports.
- Meeting regularly with staff to keep them apprised of pertinent information and to allow for staff to provide feedback.
- Providing staff with appropriate work plans and completing performance appraisals as required.

2. Maintaining park grounds and facilities to established standards in order to provide a safe, high quality visitor experience and maximize the life span of facilities by:

- Performing various maintenance tasks such as grass cutting, garbage collection, janitorial work, equipment operation, landscaping, painting, snow clearing, chain sawing, etc.
- Responsible for implementation of the respective site (or sites) preventative maintenance program.
- Coordinating contracted trades hired to perform work outside of scope of maintenance program (electrical plumbing, etc).
- Responding to public concerns and complaints regarding facility maintenance issues.
- Conducting facility inspections on an ongoing basis to identify concerns, deficiencies, and hazards.
- Rectifying identified maintenance deficiencies and providing supervisor with regular progress updates.
- Operating various light and heavy-duty equipment as qualified (chainsaw, OHV, tractor loaders, graders, excavators, groomers etc.).
- May perform specialized operations such as track setting and trail grooming.
- Implementing certain hazardous tree removal activities in park facility areas in conjunction with specialist department staff, and prepared hazard tree plans.

3. Supporting the operation of various utility systems (as applicable) in accordance with relevant standards and regulations to ensure ongoing and safe provision of drinking water and waste water removal/treatment by:

- Taking and submitting water samples for bacteriological analysis.
- Performing basic chemical analysis of water samples to determine chlorine levels.
- Troubleshooting and performing basic maintenance tasks on water distribution pumps, pipes, and valves.
- Arrange for repairs / replacements to park utility systems as required.
- Coordinating the timely removal and disposal of wastewater from various holding tanks.

4. Ensuring assigned maintenance equipment and fleet vehicles are maintained to required standards in order to ensure safe and efficient operation by:

- Coordinating and/or performing repairs and preventative maintenance of equipment and vehicles as required to ensure safe and efficient operation.
- Ensuring that all tools and equipment are inventoried and accounted for.
- Identifying equipment replacement/acquirement needs to supervisor to allow for budgeting.

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Career Group:

Job Class:

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Bargaining Unit

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5. Conducting purchasing and procurement for park operation, while adhering to all policies and procedures.

- Identifying budget requirements to supervisor in a timely fashion.
- Ensuring prompt submission of invoices, timely reconciliation of departmental p-card, and completion of personal expense claims for self and staff.
- Purchasing materials and supplies as authorized.

6. Monitoring assigned service contracts to ensure effective and efficient service delivery and adherence to all contact terms and conditions by:

- Ensuring that contracted services are delivered as required by the contract.
- Taking steps to rectify minor non-compliance issues and report major issues in regards to contracted services to supervisor.

7. Assisting with planning and delivery of life-cycle maintenance and replacement projects by:

- Providing input regarding facility repair/replacement needs.
- Providing site-level expertise regarding visitor needs and common complaints/concerns.
- Ensuring coordination of maintenance and capital construction projects to avoid any conflicts.
- Supporting project delivery as assigned.
- Act as subject matter expert for input when required by the Capital team (CIDI).

8. Ensuring that all activities are conducting in a safe manner, adhering to all applicable worksite health and safety requirements:

- Provide appropriate worksite health and safety training to all subordinate staff, and ensuring subordinate staff are appropriately trained for all required job tasks.
- Completing all required worksite health and safety orientation and job specific training and reviewing applicable hazard assessments prior to completing a task.
- Appropriately completing as required all incident reporting and health and safety documentation.
- Completing all work using appropriate safe job practices and safe work procedures.
- Ensure that site safety inspections are assigned and completed as per park safety inspection schedule.

## **JOB REQUIREMENTS**

Required Education: Two Year Technical Diploma in a related field; or equivalent as described below:

Directly related education or experience considered on the basis of: 1 year education for 1 year experience, or 1 year experience for 1 year of education.

- Strong leadership skills and the ability to work with diverse staff and contractors.
- Good teamwork and the ability to collaborate with other Parks staff to find effective solutions.
- Ability to operate light equipment and various tools.
- Working knowledge of plumbing, electrical, carpentry, and mechanical systems.
- Knowledge of legislation in relation to potable water and wastewater discharge and ability to operate water treatment system equipment is an asset. Small water/waste water system certification is an asset.
- Knowledge of Occupational Health and Safety legislation, policy, and guidelines.
- Well-developed organizational and time management skills.
- Good written and verbal communication skills.
- Knowledge of and ability to use computers, mobile devices, digital asset management programs, and apps.
- Knowledge of contracting process and ability to supervise contractors.

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- Knowledge of emergency management process and procedures is an asset.
- Valid First-Aid certificate.
- WHMIS
- Valid Class 5 driver's license. Class 3 Drivers License with air brake endorsement is an asset.

## **BEHAVIOURAL COMPETENCIES**

### **Creative Problem Solving- Level B**

- Focuses on continuous improvement and increasing breadth of insight:
- Asks questions to understand a problem
- Looks for new ways to improve results and activities
- Explores different work methods and what made projects successful, shares learning
- Collects breadth of data and perspectives to make choices

### **Agility- Level B**

- Works in a changing environment and takes initiative to change:
- Takes opportunities to improve work processes
- Anticipates and adjusts behaviour to change
- Remains optimistic, calm and composed in stressful situations
- Seeks advice and support to change appropriately
- Works creatively within guidelines

### **Drive for Results- Level C**

- Takes and delegates responsibility for outcomes:
- Uses variety of resources to monitor own performance standards
- Acknowledges even indirect responsibility
- Commits to what is good for Albertans even if not immediately accepted
- Reaches goals consistent with APS direction

### **Develop Self and Others- Level B**

- Seeks out learning and knowledge-sharing opportunities:
- Reflects on performance and identifies development opportunities
- Takes initiative to stay current
- Shares with the team even when not asked
- Actively coaches and mentors direct reports