

RDCO Job Description



Position Title: Manager - Park Operations

Division: Parks Services

Reports To: Director of Parks Services

Date: September 23, 2020

Job Purpose/Summary:

The Manager - Park Operations provides leadership in the management and supervision of the Regional District of Central Okanagan's (RDCO) park operations work group. Reporting to the Director of Park Services, responsibilities include leading annual park and resource management initiatives as well as providing short and long term operational plans and strategies for the park operations working group. This position supports community center operations in the electoral areas and requires flexible work hours to meet operational requirements.

Principal Accountabilities:

1. Provide leadership and supervision for all forms of operational matters including routine maintenance, minor construction and regulatory compliance in all RDCO parks and community centres.
2. Prepare annual, monthly and daily work plans in accordance with the RDCO Five Year Financial Plans and accompanying Regional Parks Strategic Service Plan.
3. Address comments and inquiries from the public and consult internal and external resources as required. Ensure inquiries are addressed in a professional, consistent and timely manner.
4. Provide support, technical and administrative advice to the Director of Park Services on matters relating to park operations and resource management.
5. Determine the current operating requirements and lead the preparation of the operating budgets for the Park Operations Division. Authorize expenditures and ensure appropriate budgetary controls are in line with the corporate standards.
6. Ensure a positive and proactive partnering approach to service delivery is established and maintained in the delivery of programs, and that the service is delivered effectively, economically and within budget.
7. Represent the RDCO Park Operations division in external initiatives.
8. Lead the recruitment, promotion and development of Parks Operations staff.
9. Coordinate Park Operations division capital resources and equipment.
10. Ensure the corporate Occupational Health & Safety Plan is adhered to.
11. Develop and ensure that risk management strategies are addressing overall park and community centre operational risks.
12. Prepare and present reports to staff, the Regional Board and committees.
13. Develop and update park policies, strategies, bylaws, and operating procedures.
14. Assist in the management of the Parks Services Department Capital Assets Program.
15. Other duties as assigned.

Reporting Relationships:

Direct Reports:

- Parks Facilities & Construction Team Lead
- Parks Operator Team Leads
- Parks Ranger
- Parks Operator(s)
- Parks Forest and Resource Operator
- Parks Labourer(s) (Seasonal)
- Park Patroller Summer Students
- Park Operations Summer Student(s)

Dimensions: (Annual/approximate)

- Park Operations Division Annual Budget - \$950K (2020)

Knowledge, Skills & Experience

Educational Background Required:

- A diploma in either recreational land management, landscape design and management, natural resource management and construction, park management or another relevant field or an equivalent combination of training and experience.
- Certificate in Risk Management Inspections of Playgrounds and Play Spaces (Parks) (CPSI)
- BC Certificate in Danger Tree Assessment (Parks Module)
- Valid BC Driver's Licence

Experience Required:

- Five years of management experience in a unionized work environment in park operations and supervision;
- Best practices in park & resource operational management (Federal, Provincial, Local Government statutes and regulations);
- Knowledge of park system bylaws in local government;
- Leadership and team building skills to lead, motivate and mentor staff;
- Strong interpersonal skills to build and maintain effective and respectful working relationships;
- Maintain confidentiality, tact and discretion when dealing with sensitive matters;
- Excellent verbal, written and presentation skills;
- Proficiency using Word, Excel, Outlook, Powerpoint.

Working Conditions:

- **Physical Effort:** Seated position for most of the day with flexibility to move when desired. Walking park sites, occasional hiking across all types of terrain.
- **Physical Environment:** 50% office environment & field.
- **Mental Stress:** Meet deadlines; address complaints, adverse comments, disciplinary actions and changing work schedules.
- **Sensory Attention:** Continuous multi-tasking to balance staff and public concerns. Awareness and attention to risk management and safety.

