

RDCO Job Description



Position Title: Parks Operator Zone Team Lead

Division: Parks Services

Reports To: Manager – Park Operations

Date: September 25, 2020

Job Purpose/Summary:

The Parks Operator Team Lead is responsible for coordinating and overall delivery of the day to day park maintenance activities to ensure that a safe clean park area for recreation and leisure enjoyment of the public is achieved while meeting the departmental strategic initiatives and established policies and standards of the Regional Board. The Park Operator Zone Team Lead will also assist in the delivery of the Regional and Community Parks Regulatory and compliance programs.

Principal Accountabilities:

1. Guide, lead and coordinate day to day on the ground park operations and maintenance activities.
2. Take the lead on physically delivering maintenance and project activities in all parks.
3. Ensure that departmental risk management strategies are being applied.
4. Respond to public inquiries and complaints in an empathetic and respectful manner.
5. Support and promote a safe and positive work environment through tailgate safety talks and pre job safety inspections meeting
6. Coordinate and assist staff with obtaining materials and supplies to complete related tasks and projects in an efficient manner.
7. Participate in daily park maintenance activities:
 - Irrigation system and maintenance
 - Arboriculture
 - Horticulture
 - Construction of landscape structures
8. Assist the Manager to prepare schedules, budgets and estimates for construction and maintenance activities. Assist with the assembly of parks operational information such as:
 - Park asset inventory
 - Park operational expenditures
 - Park operations risk management
 - Annual capital and operational planning
9. Conduct park and facility safety and condition inspections on a regularly scheduled basis.
10. Under the direction of the Manager of Parks and Resource Operations and in cooperation with the Park Ranger, ensure park visitor safety through the implementation of the Regional and Community Parks compliance programs. Provide general information and answer park visitor questions. Patrol parks on foot, vehicle, watercraft, bicycle, all-terrain vehicles or by other appropriate means.
11. Contribute to the overall strategic delivery of Parks Services.
12. Other duties as assigned.

Reporting Relationships:

Direct Reports:

- Park Operators
- Parks Labourers (seasonal)
- Summer Students

Dimensions:

Knowledge, Skills & Experience

Educational Background Required:

- Post-Secondary education in one of the following: Horticulture, Turf Management, Resource Management.
- Certificate in Risk Management Inspections of
- Playgrounds and Play Spaces (CPSI)
- Valid BC Driver's Licence
- Wildlife Danger Tree Assessor Certification – Parks and Recreation Module
- IAABC Irrigation Level 1 certification
- Low voltage electrical certification
- Chain Saw Operation Certification
- Level 1 First Aid
- Bylaw Compliance, Enforcement & Investigation Skills 1 course

Experience Required:

- Two years in related supervisory experience demonstrating knowledge of park operations and maintenance practices, relevant knowledge of Federal, Provincial and Local Government statutes and regulations.
- Demonstrated Project Management skills
- Strong mechanical aptitude and knowledge of park equipment operation and maintenance
- Ability to train staff in safe work procedures
- Working knowledge of Microsoft Outlook, Word and Excel

Working Conditions:

- **Physical Effort:** Daily medium to heavy lifting, patrol on foot
- **Physical Environment:** 85% outside work in all weather conditions, 15% office environment
- **Mental Stress:** Travel by vehicle daily, meeting deadlines, deal with emotionally engaged people and confrontational situations
- **Sensory Attention:** Continuous balancing of staff and work requests, use of various technologies, consistent requirement to be aware of safety when operating equipment, watchful for wildlife on park trails.