



## Supervisor of Parks & Property

The Town of Bradford West Gwillimbury is looking for a highly motivated and organized professional to make a significant contribution to the Community Services department.

Reporting to the Manager of Parks & Property, the Supervisor of Parks & Property will efficiently organize and supervise activities pertaining to the operation and maintenance of Town parks, sport fields, playground, cemeteries, open space and assigned town facilities and will assist in the implementation and management of department capital projects as directed. Key responsibilities include planning, scheduling, and coordinating staff resources and equipment to ensure service standards are delivered in the most effective and efficient manner. Other responsibilities include liaising with service contractors and other departments and facilitating special events and town programs when required. The successful candidate will supervise assigned staff including scheduling of work, staff training/development, new-hire orientation, health & safety and other regulatory compliance, performance management/review, coaching/mentoring, collective agreement administration, payroll submissions and progressive discipline. In addition, the role assists with budget preparation and administration and providing input to work plans; and providing back-up support to Manager of Parks & Property.

The ideal candidate will possess a post-secondary degree or diploma in Recreation Facilities Management, (or related) combined with a minimum of 5 years related experience in a municipal parks/facilities environment including one year of supervisory experience. Preference will be given to those with knowledge of sport turf management, playground inspection practices and a practical understanding of building construction, plumbing and electrical fundamentals. Candidates will have a thorough working knowledge of the Occupational Health & Safety Act and sound safety practices in community parks and facility environments; labour relation principles and practices, and collective agreement administration. Candidates must possess strong communication skills and be able to effectively, professionally and courteously work with all levels of staff, contractors and the general public, and have the ability to foster collaborative working relationships, possess strong conflict resolution skills, and have demonstrated proficiency with information technology. Candidates will act as an after-hours emergency contact ensuring appropriate response during emergencies when necessary, along with being available to work flexible hours as required for special events/programs, meeting attendance and facility supervision. In addition, candidates must have a valid Ontario class 'G' driver's license in good standing and will be required to submit a Criminal Record Check upon hire.

The position offers an hourly rate of \$34.20 to \$42.75 (2018 rates) plus a competitive benefit package.

To explore this challenging opportunity further, we invite qualified applicants to forward their resume and covering letter in confidence, quoting file number **2019-SP01** by **February 8<sup>th</sup>, 2019** to:

Town of Bradford West Gwillimbury, Human Resources Department,  
125 Simcoe Road, P.O. Box 251, Bradford, Ontario L3Z 2A8  
Fax: 905 775-8633 or email [hr@townofbwg.com](mailto:hr@townofbwg.com)

***We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.***

***The Town of Bradford West Gwillimbury is an equal opportunity employer. Accommodations will be provided throughout the recruitment, hiring and employment process in accordance with the AODA and the Ontario Human Rights Code.***