



**Manager of Parks & Open Space
Permanent Full Time
Job Posting #: 2023-42
Closing Date: Friday, November 24, 2023**

The City of Owen Sound is seeking a dedicated professional to fill a permanent full-time role of Manager of Parks & Open Space. The position is responsible for providing overall strategic leadership in the management, maintenance and operations of the City's Parks and Open Space system, including Greenwood Cemetery, forestry and River District maintenance and beautification. The Manager is also responsible for the supervision of the City's facility booking and community recreation programs. The Manager is the main point of contact with the Manager of Public Works and works closely to review and coordinate operational work plans with the Public Works division to find efficiencies and align resources. The position is responsible for ensuring a healthy, productive, and safe environment for staff while ensuring that these spaces are available for safe use by the public. The City has 48 parks (536 acres) which feature a range of amenities and attractions as well as Greenwood Cemetery (43 acres).



Owen Sound is a diverse and culturally rich community located on the southern shores of Georgian Bay in Southern Ontario, approximately two hours north of Toronto, and on the doorstep of the Bruce

Peninsula. Owen Sound is the largest urban community in Grey and Bruce counties characterized by a magnificent harbour and bay, two winding rivers, tree-lined streets, an extensive parks system, and tree-covered hillsides and ravines.

Owen Sound is a place where you can stay active, indoors and out, in all seasons. Many of our most popular recreational sports, such as biking, hiking, golf, swimming, motorcycle touring, and ATV riding, take advantage of our geography and natural assets: gently rolling hills, protected forests and parkland, and waterways flowing into Georgian Bay. Winter doesn't have to put a halt to your outdoor fun. We have plenty of snow sports when the frost hits and snow flies, from skiing and snowshoeing to snowmobiling and skating. Prefer to exercise indoors? We have several sports facilities to choose from, including a modern YMCA with indoor pools and ice rinks and the City is home to the OHL Owen Sound Attack hockey team.



The successful candidate will have a post-secondary degree in horticulture, forest, parks planning or a related discipline, plus a minimum of five (5) years Urban Parks experience in a supervisory capacity within a unionized setting, or equivalent. Municipal experience and additional designations as outlined in the job description below are considered assets.

Core Competencies:

- 1. Diversity and Inclusiveness** - Ability to interact effectively with diverse individuals, groups and communities and to incorporate inclusive and equitable actions, attitudes, and knowledge in behaviours, practices, and policies

Builds equity into plans to embrace inclusion and diversity. Communicates the importance of delivering services that address equity, and meet the unique needs of diverse groups.

- 2. Accountability and Ethics** - Ability to take responsibility for the quality and timeliness of work, and the achievement of work goals and objectives while demonstrating support for the City's values, ethics, regulatory requirements, and professional code of conduct.

Promotes and aligns others to the City's ethics, values, and culture. Provides guidance to others to ensure they understand the implications of behaviours, and how to act in an appropriate manner.

- 3. Collaboration** - Ability to build and maintain effective and constructive working relationships, partnerships, and networks with others

Actively seeks opportunities for collaboration and builds networks.

- 4. Communication** - Ability to communicate and interchange information, ideas, and opinions clearly, effectively, and appropriately both internally and externally.

Adapts communication based on audience and context to ensure clear and appropriate communication.

- 5. Critical Thinking and Problem Solving** - Ability to use systematic reasoning process to break down and work through a situation / problem to arrive at an appropriate outcome / solution.

Analyzes complex linkages and makes decisions by interpreting broad guidelines, protocols, policies, and regulations.

- 6. Developing Others** - Ability to encourage the learning and development of others, including staff, volunteers and students, with the goal of building and improving skills and abilities, and empowering them to reach higher goals and objectives, and their full potential.

Coaches others and promotes on-going learning and development.

- 7. Role Specific Knowledge and Application** Possess and have the ability to apply the theoretical and practical knowledge specifically required by the technical, front-line, professional, administrative, or leadership role.

Demonstrate and independently advance level of role knowledge to the full scope of knowledge in new or complex situations.

- 8. Teamwork** - Ability to work co-operatively and collaboratively with others.

Fosters and encourages teamwork

Additional Skills & Competencies Required:

- A demonstrated background in diversified urban park management which may include; urban forestry, cemeteries, turf maintenance, sport fields, campgrounds, playgrounds, boat launch and harbour maintenance, and urban landscaping and maintenance.
- Demonstrated supervisory experience with excellent leadership, interpersonal and tactful communication skills (verbal, written and electronic)
- Strong attention to detail, report writing, analytical, problem solving, organizational, time management, leadership, and public relation skills
- Experience in public engagement and parks planning.
- Proficient Computer skills including Microsoft Office applications, computerized maintenance management systems and facility scheduling applications.
- Thorough working knowledge of the Occupational Health & Safety Act, Accessibility for Ontarians with Disabilities Act, Technical Standards and Safety Act, Occupiers Liability Act,

Funeral Burial and Cremation Services Act and other applicable safety related legislation, regulations, and guidelines.

- Excellent interpersonal, communication, public relations and customer service skills with the ability to exercise tact, diplomacy and good judgement at all time. Ability to resolve complaints and work in a positive manner with members of the public.
- Ability to think and act strategically and effectively in a political and community service environment, to build strong teams and external partnerships and to champion the mission and values of the City.
- Ability to prepare and present written and verbal reports to Senior Management and City Council.
- Demonstrated project management and time-management skills with the ability to prioritize workload and meet deadlines, effectively, with minimal supervision; ability to deal with multiple demands.
- Demonstrated municipal financial literacy
- Demonstrated working knowledge of facility booking needs and facility booking software
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- Demonstrated ability to develop, interpret and implement bylaws relevant to the Parks and Open Space division

The full job description is below. The salary range for this position is \$88,766 - \$108,251 and the City offers a comprehensive 100% employer-paid Extended Health & Dental program and OMERS pension.; To explore this opportunity further, we invite qualified applicants to forward their resume and cover letter referencing job #2023-42 by Friday, November 24, 2023 at 4:30pm to:

Human Resources
City of Owen Sound
E-mail: hrjobposting@owensound.ca

The City of Owen Sound is an equal opportunity employer, valuing and respecting diversity. We are committed to inclusive, barrier-free recruitment and selection processes. We will accommodate the needs of qualified applicants under the *Human Rights Code* and the *Accessibility for Ontarians Disabilities Act*, in all aspects of the hiring process, upon request. 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.

Department: Community Services **Division:** Parks and Cemetery

Job Title: Manager of Parks and Open Space

Employee Group: Non-Union

Direct Supervisor: Director of Community Services

Revision Date: October 2023

Position Summary and Scope:

The Manager of Parks and Open Space is responsible for providing overall strategic leadership in the management, maintenance and operations of the City's Parks and Open Space system, including Greenwood Cemetery, forestry and River District maintenance and beautification. The Manager is also responsible for the supervision of the City's facility booking and community recreation programs. The Manager is the main point of contact with the Manager of Public Works and works closely to review and coordinate operational work plans with the Public Works division to find efficiencies and align resources.

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Duties and Accountabilities:

- Responsible for the oversight and direction to the Parks and Cemetery Supervisor regarding all aspects of the operation of the Parks and Cemetery including: turf maintenance, horticulture, garbage and litter collection, trail maintenance, sports field maintenance and operation, playground inspection and repair, snow removal, landscaping, arboriculture, river district maintenance and beautification, parks and cemetery planning, development plan review, special event support and campground operation and maintenance providing supervision of staff, effective leadership and complaint resolution in a unionized work environment;

- Parks planning, including master plans in keeping with the City's Official Plan and the City's Recreation, Parks & Facilities Master Plan. This includes public engagement and preparation of Parks Master Plans.
- Develop annual work plans for the Division and oversee the capital program with the support of the Supervisor;
- Develop and monitor capital and operating budgets for Parks and Cemetery;
- Advise supervisory staff on the interpretation, application and administration of the collective agreement and on the handling of union grievances;
- Establish Parks and Cemetery priorities, approve work schedules, manage performance training and development, and develop succession plans;
- Manage and co-ordinate the finance, human resources, labor relations, health and safety, compliance, information systems, purchasing, asset and inventory management for the Parks and Cemetery Division;
- Research and prepare reports and presentations to the Director, Committee and Council when required;
- Ensure all activity reports logs and maintenance records are current and safely stored
- Maintain an effective and harmonious Division by hiring, guiding, training, supervising and disciplining Division staff through a formal performance management plan;
- Represent the City in meetings of local organizations where specific knowledge may be of assistance.
- Act with minimal supervision within policy guidelines and legislation. Contacts the director for issues with area and corporate implications.
- Works closely with the Community Services Department in regard to supporting various recreational programs, tournaments, and various special events held throughout the City including close liaison with the festival of Northern Lights Coordinator in providing support to this community event;
- Works closely with the City's Corporate Services Department in the management of the buildings and structures located within the Parks and cemetery system;
- Works closely with the Asset Management Coordinator on the completion of an Asset Management Plan for Parks & Cemetery;
- Ensure health and safety matters are a prime consideration in all work performed by establishing and encouraging proper safety attitudes in work activities and ensuring safety standards rules, regulations, legislation and work practices are communicated to and practiced by all Parks Staff.
- Resolve issues and recommendations initiated through the Joint Occupational Health and Safety Committee.
- Provides oversight and policy development for the City's Urban forest arboriculture program;
- Provides leadership to the City in the management of invasive species including Emerald Ash Borer and Phragmites;
- Reviews work procedures and schedules in order to maintain effective and efficient operation of the City's Parks system.
- Develop proactive maintenance programs to improve operating efficiencies
- Prepare work and schedules for various projects and ensure prompt coordination and completion of these projects

- Acts as an information resource for various issues relating to various park, streetscape, and landscape improvements.
- Provides oversight and management of the City's equipment fleet assets assigned to parks and open space.
- Champion change management for the Corporation, Department, and Division. Apply change management methodologies to optimize operational processes, ensure seamless transition, and an engaged team.
- Laise and provide assistance to Public Works and other City departments, agencies, and outside stakeholders on operations, improvements, and capital related activities.
- Focus on continual improvement and change management. Develop necessary policies, plans and programs, utilizing and integrating technology across areas of responsibility.
- Assist with and prepare reports, make recommendations/presentations and attend Council Committee/Council Committee in Closed Session, community group, public and/or other meetings, as required.

Employee Health & Safety Responsibilities:

- Carry out work in a safe manner, preventing safety hazards to the incumbent and others
- Actively participate in all City of Owen Sound (COS) safety initiatives and training
- Report all hazards, incidents, accidents, near misses, injury or illness promptly to your supervisor
- Lead by example performing work in a safe manner in accordance with all COS policies as the Occupational Health and Safety Act *(For a detailed description of worker responsibilities see the Occupational Health and Safety Act Part III Section 28)*
- Conduct regular inspections for hazards
- Ensure staff has the necessary training to perform tasks safely;
- See that all contractors conform to City and Provincial laws regarding workplace safety *(For a detailed description of worker responsibilities see the Occupational Health and Safety Act Part III Section 28)*.

Educational Requirements:

Post-secondary degree in horticulture, forest, parks planning or a related discipline, plus a minimum of 5 years Urban Parks experience in a supervisory capacity within a unionized setting, or equivalent.

Designations in the areas below would be an asset:
 Intermediate or Advanced Parks Practitioner;
 Certified Grounds Technician.
 Playground Practitioner

Cemetery Operations and/or Management certification (ORFA Cemeterian or OACFP Frontline Cemetery Operations or equivalent)
Sports Turf Maintenance
Certified member as defined by the Ontario Health and Safety Act and Regulations
Project Management Certification or PMP designation
ISA Certified Arborist Municipal Specialist
Basic Refrigeration
OACA Primer on Planning

Skills and Competencies at the working level:

- A demonstrated background in diversified urban park management which may include; urban forestry, cemeteries, turf maintenance, sport fields, campgrounds, playgrounds, boat launch and harbour maintenance, and urban landscaping and maintenance.
- Demonstrated supervisory experience with excellent leadership, interpersonal and tactful communication skills (verbal, written and electronic)
- Strong attention to detail, report writing, analytical, problem solving, organizational, time management, leadership, and public relation skills
- Experience in public engagement and parks planning.
- Proficient Computer skills including Microsoft Office applications, computerized maintenance management systems and facility scheduling applications.
- Thorough working knowledge of the Occupational Health & Safety Act, Accessibility for Ontarians with Disabilities Act, Technical Standards and Safety Act, Occupiers Liability Act, Funeral Burial and Cremation Services Act and other applicable safety related legislation, regulations, and guidelines.
- Excellent public relations and customer service skills with the ability to exercise tact, diplomacy and good judgement at all times. Ability to resolve complaints and work in a positive manner with members of the public.
- Ability to think and act strategically and effectively in a political and community service environment, to build strong teams and external partnerships and to champion the mission and values of the City.
- Ability to prepare and present written and verbal reports to Senior Management and City Council.
- Demonstrated project management and time-management skills with the ability to prioritize workload and meet deadlines, effectively, with minimal supervision; ability to deal with multiple demands.
- Demonstrated municipal financial literacy
- Demonstrated working knowledge of facility booking needs and facility booking software.
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Experience at the working level:

Previous Work Related Experience

Minimum five (5) years of demonstrated progressive experience in an Urban Parks Environment, preferably in a municipal environment.

Positional on-the-job training required):

1 year to understand the different seasonal operations

Working Relationships:

The Manager of Parks and Open Space provides direct supervision to the Parks and Open Space Supervisor, Parks and Cemetery Administrative Coordinator, Facility Booking Coordinator and oversees the management of contracts or contractors providing maintenance in these areas.

The Manager works with the Public Works and Engineering Divisions to coordinate and support work in a collaborative fashion to support new or existing opportunities..

The manager liaises with elected Officials, other municipalities, City Departments, Union Officials, community groups Federal and Provincial agencies on behalf of the City.

The Manager responds to inquiries from other staff and deals with the Public in matters related to Parks and Cemetery.

Independence of Decision Making:

Has established policies & procedures: Yes

Director of Community is usually available: yes

Problem solves within clear guidance and/or past practice: Yes

Physical Demands *Length of time/repetitions/weight in average working day:*

Computer Use: 2-4 hours daily

Walking: up to 5 hours

Standing: up to 5 hours

Sitting: 2 to 4 hours daily

Lifting: up to 70 lbs

Ladder Climbing: Yes

Exposure: Indoor, Outdoor, noxious substances

Working Conditions:

Hours of work: 35 hours per week

Shift length: 7 hours per day

Shift Schedule: Monday - Friday

Additional Comments: Generally a Monday to Friday position but works irregular hours relating to interments as well as special events being held in City parks and may be called upon for emergency situations, alarms, meetings, etc. Flexibility of hours and overtime will be required.

Consequence of Errors:

Errors could cause loss of life to staff and or general public.

Errors could cause environmental damage and physical illness to staff and or general public.

Financial ramifications to City property could result from errors.

