

## Job Information

Job title	<b>Coordinator-Parks</b>		Job Code: ASUPK	Pay Grade: M
Title of immediate supervisor	Supervisor- Parks			
Department/Division	Parks, Recreation & Community Services / Parks			
Prepared by	N. Pallan			
Date Created	June 4, 2015	Revised date	January 20, 2022, June 2025	

## Job Purpose

Plans, assigns, supervises and assists in the work of the Section. Maintains effective work schedules and takes action on day-to-day work problems. Performs technical and manual work requiring specialized skills and training in the work of the Section.

## Duties and Responsibilities

- Provides direction, training and guidance to staff, contractors, or others in scheduling and performing daily and weekly on-site work for projects and programs.
- Plans, assigns, supervises, inspects and occasionally assists in the work engaged in the section.
- Responds to complaints and enquiries from the public, various Departments/Sections and/or other Agencies and takes appropriate timely action.
- Requisitions materials and equipment and schedules additional labour as required for jobs undertaken.
- Participates in pre-planning sessions for projects and assists in seasonal work planning.
- Prepares cost estimates for planned programs and projects.
- Reads, interprets and lays out projects according to plans, schematics, blueprints and underground utility checks.
- Records and maintains a variety of data and information to track operations, and prepares reports using paper and electronic formats.
- Maintains effective working relationships with user groups, consultants, contractors, volunteers and staff in the coordination of the work of the Section.
- Ensures the safety of work crews and the public by inspecting worksites regularly for efficient and safe work practices and procedures, taking corrective action where required; and enforcing all appropriate municipal, WorkSafeBC regulations and applicable environmental, safety and public health acts, regulations, policies and procedures.
- Assists in the preparation of employee performance evaluations.
- Assists in the interviewing and selection process for employees and actively directs their on the job training.
- Performs other related duties as required.

## Qualifications

### All Sections:

- Grade 12 or equivalent.
- Three years of progressive experience in a position related to the work of the section including six months supervisory experience in a related operational work area.
- Supervisory skills training.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.

### Construction:

- Two years post-secondary diploma in related field.

#### Urban Forestry:

- Two years post-secondary diploma in Arboriculture or horticulture.
- ISA Tree Risk Assessor Qualification and ISA Certification.

#### Natural Areas

- Two year diploma in environmental studies, environmental sciences, natural resource management, ecological restoration, or arboriculture.
- Current ISA certificate.
- Current ISA Tree Risk Assessor Qualification Certificate

#### **Physical Requirements**

Sufficient health, physical conditioning, strength, stamina and coordination to permit performance of duties.

#### **Working Conditions**

Works inside and outside in all types of weather