

Job Information

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| Job title | Coordinator-Parks | | 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