



**TOWN OF WHITECOURT
EMPLOYMENT OPPORTUNITY
Parks and Open Space Maintenance Coordinator
Job #14-033**

The Town of Whitecourt is a prosperous community surrounded by beautiful forests and the scenic Athabasca and McLeod Rivers. Located ninety minutes from Edmonton with a population of over 10,500, it is the ideal place to call home with an abundance of natural resources and a thriving economy.

Whitecourt is a haven for outdoor recreation, including snowmobiling, ATVing, fishing, river boating, golfing and much more. With the combination of commercial, industrial, residential and recreational opportunities, there is no better place to live, work and play than the Town of Whitecourt.

The Town of Whitecourt is now accepting applications for a Parks and Open Space Maintenance Coordinator. The position reports to the Director of Infrastructure Services and receives input from the Manager of Facilities and Manager of Works to provide a coordinated effort to maintain parks, trail systems, and outside facility infrastructure

Key duties will include:

- Ensure all daily, weekly, and seasonal repairs and maintenance duties to parks, sports fields, and outside facilities are completed.
- Plan and implement all preventative maintenance schedules and functions of outside recreational facilities and parks.
- Responsible for the general appearance and maintenance of all designated park, sport fields, and open spaces.
- Coordinate maintenance plans and schedules with the Community Services Department to ensure facilities are prepared for various user groups and community use.
- Supervise, provide direction, and train staff as required.
- Work closely with the Town of Whitecourt Communities In Bloom Committee and other groups in the development and implementation of Town beautification initiatives.
- Act as a resource to the Health and Safety Committee and other departments on safety related functions, including training and program development.

Qualifications include:

- Education beyond the high school level with major course work in park maintenance, horticulture, turf management, supervision, management, safety, risk management or closely related field is highly desirable.
- A minimum of five years park maintenance experience, and at least two years at a supervisory level would be an asset.
- A valid Class 5 drivers' licence is required.
- Experience with the operation of maintenance equipment is required. Operation of light to medium equipment would be an asset.
- A high level of organizational skills and self-motivation.
- Knowledge of municipal operations, volunteer organizations, and recreation facility operations.
- Ability to work within a flexible schedule.

The Town of Whitecourt is committed to its employees and provides a salary range of \$32.24 to \$34.89 per hour dependent on qualifications and first-rate benefits package. The successful applicant will be required to pass a pre-employment physical and criminal record check, and provide a drivers' abstract, prior to being hired.

If you feel that you have the qualifications and desire to be a part of the Town Team, please submit your written letter of application to the following address. Preference will be given to applications received before **12:00 noon on Tuesday, June 24**; however the position will remain available until a suitable candidate is found.

TOWN OF WHITECOURT
Attn: Legislative Coordinator
Re: Job #14-033
Box 509, 5004 - 52 Avenue
WHITECOURT, AB T7S 1N6
Fax: 780-778-4166
E-Mail: hr@whitecourt.ca

We thank all applicants for their interest; however, only those who are interviewed will be contacted.