



# The City of Kingston – Current Career Opportunity

## External Job Posting

Position:	<b>Supervisor, Public Works</b>	Job Code:	<b>NU068</b>
File No.:	<b>J0715-0858</b>	Salary Range:	<b>\$71,531 - \$97,760</b>
Type of Position:	<b>Full Time</b>	Closing:	<b>August 11, 2015</b>

History and innovation thrive in Kingston, located at the head of the St. Lawrence River and the junction of the Rideau Canal (a UNESCO World Heritage site). A dynamic city with a sound and diversified economic base - consisting of prestigious public institutions, government bodies, leading healthcare and education facilities, significant tourism and entertainment activity, and a large private sector, Kingston offers the quality of life of a smaller community with the amenities of a major centre. The Intelligent Community Forum named Kingston a Top 7 Intelligent Community in 2014.

### POSITION SUMMARY

- Supervise, organize, co-ordinate, coach and mentor staff within the Public Works Department;
- Plan, supervise, co-ordinate and schedule the care and operation of the Municipal Parks and Horticulture Programs, including play structures, splash pads, play courts and other associated Park appurtenances; intergraded pest management (IPM) and control programs, the urban forest and related arboricultural programs;
- Develop and implement training material, inform employees of, and enforce departmental procedures;
- Active committee member such as the Health & Safety Committee and Community Group Committees;
- Co-ordinate project requirements, reports, contracts, budgets, tenders and agreements;
- Must be an active participant on the departmental management team with the ability to perform in all aspects of Public Works;
- Assist Manager in recruitment and establishment of a service environment which empowers staff, pursues “best practices” and promotes new and innovative approaches to service delivery and enhances workforce skills development;
- Assist in development and enforcement of policies and guidelines to optimize infrastructure life cycle and achieve competent, efficient and effective delivery of services;
- Ensure compliance with corporate policies, protocols and workplace rules, as well as Provincial legislation requirements, including Occupational Health & Safety;
- Respond to and deal with public, businesses, other city departments and division requests, for all Public Works issues.

### QUALIFICATIONS, COMPETENCIES

- Post Secondary Diploma in a related field;
- Diploma programs in Turf Management, Horticulture or Arboriculture is preferred;
- Minimum of 5 Years related experience working in Municipal Park Maintenance programs including experience with parks management responsibilities in a large urban Municipal setting, including 3 years’ experience in a Supervisor capacity;
- Must possess or obtain the Canadian Certified Playground Inspector certification with one year of hire;
- Knowledge of and ability to manage various noxious weeds in Municipal parks and pedestrian settings;

- Solid understanding of Turf Management practices;
- Supervisory experience in a unionized environment is an asset;
- Must possess and maintain a valid Class 'DZ' Driver's License with a satisfactory driver's abstract;
- Must demonstrate corporate competencies of Customer Focus, Results Orientation, Integrity and Teamwork.

## **SKILLS, ABILITIES, WORK DEMANDS**

- Effective communication; future-oriented, positive, enthusiastic, creative and diligent; will ensure a competent delivery of services within a safe, efficient and effective work environment;
- Must be a "competent person" and meet the definition and requirements of "Supervisor" in the Occupational Health & Safety Act;
- Ability to Supervise within all aspects of the Public Works Department, including participation in roads maintenance related courses and programs, arboriculture programs;
- Ability to actively take a management role for winter control activities within Public Works;
- Will assist the management team with establishment of a service environment which empowers staff and pursues "Best Practices" and promotes all aspects of Public Works;
- Must possess strong, effective Customer Service and interpersonal skills;
- Excellent leadership skills with ability to coach, motivate and develop employees;
- Demonstrated conflict management and strong problem solving skills;
- Sound knowledge of related acts and legislation including the Occupational Health & Safety Act, Highway Traffic Act, related environmental legislation as well as WHMIS training knowledge;
- Ability to co-ordinate projects and participate effectively as a team player;
- Knowledge of administering policies and collective agreements;
- Intermediate computer skills with Microsoft Word, Excel, and strong knowledge of other software such as email and internet;
- Ability to work in a busy environment and manage multiple priorities effectively;
- Will be required to work any and all shifts including weekends and after hours Supervisory requirement;
- Must participate in the on-call rotation;
- Good physical condition to perform major strength and mobility demands of the position;
- Ability to work outside in inclement weather conditions in a safe and efficient manner;
- Thorough knowledge and ability to operate related equipment and machinery in a safe and efficient manner;
- Demonstrated ability to perform under stressful conditions;
- Pesticide License would be an asset;
- Must obtain and maintain a satisfactory CPIC (Criminal Record Check), at candidates expense.

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**Please apply to Career Opportunities at: [www.cityofkingston.ca/Careers](http://www.cityofkingston.ca/Careers)**

Your resume must clearly demonstrate how you meet the requirements of the position. Please upload to your profile, any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position you are applying to. We thank all of those who apply; however, only those selected for further consideration will be contacted. The City of Kingston is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment and selection process. Applicants need to make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.