

## EMPLOYMENT OPPORTUNITY

### Superintendent, Parks Operations

Parks Services

Competition No.: 2022-116



[www.rdn.bc.ca](http://www.rdn.bc.ca)

#### SKILLS/EDUCATION

- Undergraduate degree in Parks Management, Engineering, Forestry, Natural Resource Management, or a related field, plus a minimum of five years of related experience
- a minimum of three years' experience in a supervisory capacity in a unionized environment; or an equivalent combination of training and experience.

#### APPLICATION DETAILS

Please quote competition 2022-116 and submit a cover letter and resume clearly outlining your education, experience, and qualifications as they relate to the position and submit directly by [CLICKING HERE](#).

**Applications will be accepted until:  
4:00 pm, on October 11, 2022**

#### ABOUT THE ROLE

Due to current incumbent's retirement, the Regional District of Nanaimo (RDN) is seeking a permanent full-time Superintendent, Parks Operations.

The successful candidate would be responsible for the provision of the Parks Division's operations related to the delivery of effective and efficient parks services on behalf of the Regional District of Nanaimo (RDN). Provides support, advice and recommendations to the Manager of Parks Services and the General Manager of Recreation and Parks regarding a variety of Parks Operations.

#### QUALIFICATIONS

Undergraduate degree in Parks Management, Engineering, Forestry, Natural Resource Management, or a related field, plus a minimum of five years of related experience working in a local government setting. A minimum of three years' supervisory experience in a unionized environment; or an equivalent combination of training and experience.

#### POSITION DETAILS

This excluded full-time position offers a competitive compensation and benefits package. Please visit the RDN website at [www.rdn.bc.ca](http://www.rdn.bc.ca) for more information on the Regional District of Nanaimo.

*We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.*

*A Criminal Record Check is a condition of employment with the Regional District of Nanaimo.*

JOB DESCRIPTION

## Superintendent of Parks Operations

**Reports to:** Manager of Parks Services

**DIRECT REPORTS:**

Parks Operations Coordinators (2)

Parks Technicians (3)

Recreation Programmer (1)

Administrative Assistant (1)

**POSITION SUMMARY:**

The Superintendent is responsible for the provision of the Parks Division's operations related to the delivery of effective and efficient parks services on behalf of the Regional District of Nanaimo (RDN).

**Major duties and responsibilities**

- Provides support, advice, and recommendations to the Manager of Parks Services and the General Manager of Recreation and Parks, regarding a variety of the Parks Division's operations.
- Oversees the delivery of parks operations including preparing and overseeing the procurement process, contract documentation and providing onsite direction as required.
- Plans, coordinates, evaluates, implements and directs, through parks operations staff and contractors, the maintenance and operations of all the RDN parks, trails, facilities and services.
- Oversees the parks asset management, maintenance and risk management programs and supports the Manager of Parks Services in implementing and monitoring the Park Use Regulations Bylaw.
- Participates and represents the RDN at various community, stakeholder and park related public meetings.
- Assist the Manager of Parks Services with the implementation of the Parks annual operational plan for the community and regional park and trails portfolios.
- Supervises and directs unionized parks staff in the daily operations of the Parks Division, including schedules, assignment of responsibilities, efficiency, adherence to policies/procedures, leave requests, training and development, and performance management.
- Plans, coordinates, evaluates, implements and directs, through the recreation programmer, outdoor wilderness-based recreation programs, volunteer support services and visitor services for RDN parks, trails and facilities.
- Oversees the Parks Amenity Donations Program, the park-use permitting.
- Participates in the selection of personnel and provides recommendations with respect to work environment, standards and staffing levels.

- Promotes and ensures the health and safety of all assigned personnel, by instructing and monitoring workers in safe work practices, ensuring proper training, enforcing health and safety requirements, correcting unsafe acts and/or conditions, and ensures WorkSafeBC adherence.
- Investigates and prepares reports on accidents and incidents associated with RDN Health and Safety and WorkSafeBC policies.
- Ensures the safety and security of park facility users, the general public, residents, volunteers and contractors.
- Prepares and monitors assigned budgets, prepares cost estimates, manages expenditures and performs other administrative tasks as required.
- Prepares information and reports pertaining to park operations for consideration by the various advisory committees, commissions and the RDN Regional Board.
- Prepares agendas, attends meetings, works with, and oversees as required, various stakeholder groups and partners applicable to the provision of parks operations and capital project related activities.
- Establishes and maintains positive and collaborative working relationships with staff, industry professionals and community organizations.
- Responds to employee complaints, participates in investigations, and represents the employer in grievance procedures under the Collective Agreement. Consults with the Manager of Parks Services on labour relations issues as required.
- Ensures all park facilities and services operated by the RDN are operating in accordance with federal, provincial, regional and local regulations and current industry standards.
- Responds to public inquiries and complaints regarding park operations.
- In an emergency situation that requires the activation of the RDN's Emergency Operations Centre (EOC), may be called upon with other RDN employees and assigned a role and/or tasks to support the EOC. Courses and/or workshops may be offered by the RDN to support this role.
- Performs other related duties, as required.

#### **REQUIRED EDUCATION AND EXPERIENCE:**

Undergraduate degree in Parks Management, Natural Resource Management, or a related field.

A minimum of five (5) years prior job-related experience in a local government setting.

A minimum of three (3) years supervisory experience in a unionized environment.

An equivalent combination of training and experience may be considered.

- Experience and training in landscape maintenance, arboriculture and/or forestry
- Experience and training in landscape/park construction, and local government park operations
- Familiarization with the BC Building Code.
- Related specialized training or certifications will be considered an asset.

- Proven skills in personnel supervision, leadership, team building and problem solving are essential to the position.
- Excellent written and verbal communication skills.
- Ability to develop and maintain positive internal and external working relationships is required.
- A demonstrated ability to plan, organize, develop, and implement projects and programs in a systematic and timely manner.

Possession of a Class 5 BC Driver's License and possession of personal vehicle available for business use is required.



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*Date Approved*

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*GM Concurrence*

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*CAO Concurrence*