

EMPLOYMENT OPPORTUNITY

OUR MISSION

To strive for excellence by displaying the highest level of integrity and dedication towards the residents of the City of Bathurst and its stakeholders while demonstrating resourcefulness that allows for respect, creativity, and innovation.

The City of Bathurst is now accepting applications for the following position:

Parks Supervisor

Competition # 2024-MGR-EI-012

POSITION SUMMARY:

The parks Supervisor champions our Corporate Values: Integrity, Resourcefulness and Dedication. You are organized, have a positive attitude, possess strong interpersonal skills, and embrace a changing culture. This person will be responsible for the management and maintenance and upkeep of all green spaces (parks, trails, fields etc), beaches and the operations related to ice making (KCI Facility). As a management team member, you will belong to a dynamic group of professionals. You will Report to the Director of Parks, Recreation and tourism and will contribute to our success by assisting in the day-to-day operations of the Parks, Recreation and Tourism Department.

KEY RESPONSIBILITIES:

- Plans, organizes and direct staff in the performance of their duties;
- Coordination of garbage pickups in various parks/field/sidewalk refuse bins;
- General maintenance of trails, parks and sports fields and related equipment/infrastructure;
- Promote a productive safe work environment with proper training, safety meetings and inspections;
- Coordinate / oversee all activities related to ice operations and maintenance;
- Coordinate the operational changeover of seasonal crews between Parks and KC Irving Centre;
- Seek ways to continuously improve services and effective use of employees;
- Responsible for Parks, Youghall Beach, and KC Irving Centre Ice making operational budgets;
- Ability to foresee and plan work with contractors;
- Administration of parks related programs (i.e. Memorial Bench, adopt a park, adopt a street etc.);
- Be available to cover the supervision and management of snow operations after hours on a 3-person rotational basis with Above Ground and Operations Supervisors;
- Attend as City representative on various community committees;
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Post secondary education with a minimum of three (3) to five (5) years of experience of supervisory responsibility or equivalent;
- Fluently bilingual (written and oral) in both official languages is required;
- Excellent knowledge of Microsoft Office suite;
- Excellent attention to detail;
- Maintain strict confidentiality and professionalism in all situations;
- Ability to prioritize varying demands and execute results efficiently;
- Ability to collaborate in a team environment.

TERMS:

- Salary range: \$78,512-\$98,139 (Scale - Management);
- Full-time, permanent position (35 hours per week);
- Flexible work arrangements (compressed and hybrid options);
- The City of Bathurst offers a competitive employment package that promotes the growth of our employees and respects work/life balance.

The City of Bathurst supports and encourages diversity, equity, and inclusion by providing a welcoming and respectful workplace for all.

If you would like to join our team, we invite you to submit your cover letter and resume on or before Friday July 12, 2024 to:

Human Resources Department
150 St. George Street
Bathurst NB
E2A 1B5
Fax: (506) 548-0093
E-mail: jobs@bathurst.ca

The City of Bathurst thanks all those who apply, however, only those selected for an interview will be contacted. Your resume will be kept on file for a period of 6 months for future considerations.