



HUMAN RESOURCES
City Hall, P.O. Box 1118
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Assistant Supervisor, Park Infrastructure and Amenities

Works with Supervisor, Operations Park Infrastructure & Amenities to assist with the planning, coordination, direction and supervision of the work duties.

Responsibilities:

- Assists with the supervision of full time, temporary labourer and student staff compliment on a year round basis (summer and winter functions)
- Assigns, prioritizes, monitors and evaluates work activities based on resource capacity and operational priority.
- Coordinates work of external contractors doing work on park infrastructure and amenities.
- Inspects for unsafe conditions, required maintenance and repairs of park infrastructure and amenities.
- Implements and oversees the delivery of operations work as defined by Supervisor
- Assesses, evaluates and acts upon complaints from the public and staff.
- Participates in the supervision of winter control including winter shifts.
- Assists with development and maintenance of policy, safe operating procedures, fleet permit requirements, and other related administrative duties.
- Coordinates and works with Human Resources to hire temporary labourers and students to achieve target staff resource needs.
- Maintains and tracks accurate records of staff, equipment and material utilized in the performance of operations activities.
- Skill in the use of personal computer with the ability to use software programs such as Cityworks, OnPoint, Hire Desk, mobile inspection/inventory tools, Microsoft Office and Outlook.
- Monitors operating expenditures to ensure compliance with budget envelopes.

Requirements:

- Must have a minimum of a High school diploma plus one year of related post-secondary education
- Must have a minimum 2 years of experience in an operation within a unionized Municipal environment.
- Hold a valid "DZ" drivers license in good standing.
- Must possess a valid Playground Practitioner's Certificate
- Must have the ability to support and project the organization's core values of trust and respect, collaboration, and change and growth, as well as our leadership traits, which are reflected in employees who:
 - Lead by example and expect the same of others;
 - Recognize accomplishments;
 - Collaborate with others to realize shared outcomes;
 - Enable others to be their best;
 - Look beyond today.

*Please note that as per Human Resources Policy #H-110, "Employment of Relatives of Staff Members and Elected Officials":
"The immediate relatives of staff of the Human Resources Division, all Directors, Deputy Chief Administrative Officer, or the Chief Administrative Officer and Elected Officials shall not be employed by the City in any capacity.*

The immediate relatives of all other Management personnel shall not be employed where such employment would be:

1. *within the same Department in the case of permanent full-time, temporary full-time and part-time classifications.*
2. *within the same Division in the case of students."*

We are committed to diversity and inclusion, and thank all applicants in advance. Accommodates are available during all stages of the recruitment process in accordance with the Human Rights Code.

We thank all applicants for their interest, however only candidates selected for further consideration will be contacted.

For detailed Salary information and to explore this opportunity further please visit our current opportunities site located here:

<https://www.kitchener.ca/en/employment-and-volunteering/current-opportunities.aspx>