

JOB PROFILE

Supervisor, Park and Surface Area Operations

SUMMARY

Reporting the Manager, Park and Surface Area Operations, the **Supervisor, Park and Surface Area Operations** will be required to perform routine daily inspections of the park, contact with contractors on site and oversee litter and cleanliness of Park and building green areas. The role will also be responsible for; Health and Safety checks daily, supervising contract staff and summer employees and ordering materials when needed.

KEY DUTIES & RESPONSIBILITIES

Routine Inspections of the Park

- Monitors park infrastructure trails, roadways, signage, fences, sidewalks, parking lots, Etc.
- Prepares and submits compliance.
- Communicates issues and safety hazards to the Park Manager.

Contact with Contractors On-Site

- Communicates and organizes park jobs and tasks.
- Liaisons with site contractors to ensure job completion.

Oversees litter and cleanliness of Park, building green areas and building perimeters.

- Monitors park litter and refuse bins to ensure they are kept empty.
- Checks for litter on site.

Health and Safety Checks Daily

- Ensures park areas are free of hazards which could potentially cause harm to patrons of damage to park infrastructure.

Supervises contract staff and summer employees

- Meets with summer staff every morning.
- Leads tailgate talks and ensures knowledge of the task ahead.
- Keeps records of team involvement, jobs, health and safety reminders.
- Goes through seasonal staff training through Skillport and 3rd party safety courses.
- Monitors teams throughout the day and ensures tasks are completed.

Orders materials when needed

- Communicates with suppliers for delivery and quantities of park materials.
- Maintains records of all supplies ordered.

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KNOWLEDGE & SKILLS

- Microsoft Suite (Word, Excel, Ppt, Etc.) (3 years experience).
- Horticultural Knowledge (5 years experience).
- Site Maintenance (Winter and Summer) (5 years experience).
- Supervisory experience (2-3 years experience)

Licenses and/or Professional Accreditation

- G License
- College Diploma or Trade Certificate in Parks, Horticulture or related fields.

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