

**Job Posting Title**

Manager, Destination Parks and Golf Operations

**Company**

Our employees help Vancouver consistently rank as one of the world's most livable cities. We are one of BC's Top Employers, Canada's Best Diversity Employers, and Best Employers for New Canadians.

Vancouver is striving to become the greenest city in the world by 2020. You too can make a difference by applying for the following opportunity.

**Department**

Vancouver Board of Parks and Recreation

**Competition #**

2012-0101 INTERNAL

**Application Close**

May 10, 2012

**Employment Type**

Regular Full Time

**Affiliation**

Exempt

**Salary Information**

Annual Salary of \$103,912 to \$129,881 plus a generous benefits package

**Main Purpose & Function**

The position is responsible for the planning, organizing and supervising of the operations of several destination parks and three golf courses. The successful candidate will ensure client satisfaction and will manage priorities and deliver service to a range of internal and external customers through strategic leadership and sound financial management.

**Specific Duties & Responsibilities**

Functions as a member of Parks Operations Management Team and provides senior level support for the Director including representing senior leadership at internal and external meetings. Develops and implements detailed plans and recommends policies regarding program specific requirements. Assists with the development of the annual budget of approximately 10 million dollars, administers and makes recommendations for change, and ensures that the expenditures are controlled and maintained within approved budget limitations. Manages, motivates and trains multidisciplinary staff of approximately 150 FTE's within the unit, ensuring effective teamwork, high standards of work quality and organizational performance, attendance management, continuous learning and encourages innovation in others. Supervises the day to day operation of direct reports including the scheduling, assigning and reviewing of work. Authorizes and controls vacation and overtime requests. Monitors and evaluates staff performance, recommends and executes disciplinary action when necessary.

Provides direction to Supervisors and Superintendents to develop and implement City wide policies and procedures in areas such as Turf, Horticulture, Arboriculture, and Golf operations. Liaises with related divisions, agencies and utilities for the care and maintenance of all Park Board green space and ensures the care and maintenance of Park Board assets including parks/open space, parks buildings, yard properties, and equipment. Oversees the hiring of permanent and temporary staff for the area of responsibility and ensures compliance with Union Collective Agreements, covering unionized workers in CUPE Local 1004, CUPE 15; WorkSafeBC and Regulations; and all other relative legislation to protect the safety of our employees and our communities. Acts as a Supervisor under the definitions of the WorkSafeBC, and ensures that adequate training, safety equipment and safe work procedures are in place in order to develop a strong culture of Health and Safety to minimize any health and safety issues. Develops and implements fiscal management strategies, and effective operational plans to ensure the delivery of quality service to efficiently and effectively meet customer service needs and requirements to achieve divisional mission and goals. Establishes, implements and monitors performance management measures including fiscal and program performance to ensure services are meeting the goals within the defined area. Directs Supervisors and Superintendents to investigate, review, and approve appropriate action related to issues from the Park Board Commissioners, Mayor's



office, Councillors, or general inquiries from the public and/or complaints. Manages all labour relations issues related to permanent and temporary staff within the District through the grievance process; complying with the collective agreement and employment standards. Works collaboratively and networks with community groups, sports' organizations, parks and environmental groups and a variety of other stakeholders, including public consultations. Interacts with the news media, responding to questions on specific projects and to technical, policy and procedural questions. Other responsibilities are as assigned and determined to address unexpected issues and projects within the division.

### ***Qualifications***

The successful candidate will have significant management experience in park operations, employee relations, and financial management and will have a collaborative and inclusive approach to dealing with stakeholders that produces the best result for staff, citizens and visitors to the City's world class parks and gardens.

Applicants must have a post secondary education in a discipline pertinent to the job function combined with several years related management experience, or an equivalent combination.

We thank all applicants for their interest. However, only those selected for an interview will be contacted.

The City of Vancouver is an Equal Opportunity Employer.