



JOB DESCRIPTION

TITLE: TRADES SUPERVISOR - PARKS

DEPARTMENT: Facility & Parks Operations

LEVEL: 12

Position Last Evaluated: Dec 2014

Job Desc. Last Updated: Nov 2024

JOB SUMMARY

Under the general direction of the Manager, Civic Facilities, the incumbent supervises staff in facility maintenance and construction, oversees contractors and ensures that the preventative maintenance program is carried out.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Supervises and directs staff involved in the Facility Maintenance & Construction section, ensures policies and procedures are adhered to, plans, schedules, assigns, and monitors work, provides performance feedback, identifies and recommends training, and may participate in staff selection and deal with performance issues.
2. Monitors and inspects contractors' work, evaluates their performance meets standards and ensures deficiencies are corrected.
3. Oversees the maintenance, inspection, and repair of all playground equipment and amenities in the City's playgrounds.
4. Oversees a preventative maintenance and servicing program for Parks buildings, play structures, furnishings, electrical services, and other infrastructures.
5. Maintains the repair order system, verifies repair orders for tasks, writes and reviews repair orders and job requisitions; provides monthly reports to the Manager.
6. Maintains production for the section by assisting with long range planning, budget preparation and control. Plans work production, initiates purchase orders and purchase requisitions.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

7. Assists in the preparation of specifications for tenders; takes part in the process to evaluate submissions.
8. Inspects and monitors public areas to ensure compliance with risk management policies and practices for public safety.
9. Assists with assessments and the acquiring of information for the Asset Management Plan.
10. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of technical methods, practices, materials, tools, and equipment as they relate to the maintenance of mechanical, carpentry, roofing, electrical, and painting.

Extensive knowledge of the BC Building Code, CSA-Z614 Children's Playspaces and Equipment.

Thorough knowledge of the City of Nanaimo Manual of Engineering Standards and Specifications.

Ability to plan, assign and review work and maintain accurate records and cost accounting information to ensure that budgetary expectations are being achieved.

Ability to plan, prioritize, and work under pressure, manage deadlines and multiple priorities, and respond to requests in a timely manner.

Ability to carry out written and oral instructions.

Ability to communicate with courtesy and tact in order to obtain and/or distribute routine data or information to internal and external customers. This may involve the ability to probe for information and clarification.

Excellent interpersonal and team building skills.

Excellent leadership skills in supervision, planning, organizing, and coaching staff.

Work may involve constant handling of somewhat awkward and/or medium weight objects or tools/equipment and/or climbing structures. Core work activities may require sitting or standing for prolonged periods throughout the workday, with limited opportunity for relief.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Basic computer skills in municipal programs (such as SAP and Tempest), word processing programs (such as Word) and spreadsheet programs (such as Excel).

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Completion of Grade 12 and possession of an Interprovincial Trades Qualification in Carpentry or Plumbing from a recognized educational institution.

Minimum of 2 years' related experience, including 1 year of supervisory experience.

Or an equivalent combination of education and experience.

Possession of a valid Class 5 BC Driver's Licence.

GENERAL STANDARDS

Managers and supervisors shall ensure the health and safety of their employees by demonstrating support and participation in all aspects of the Occupational Health & Safety (OH&S) Program, communicating hazards and expectations of safety, maintaining safe work areas, and assigning work to trained persons.

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes to maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.