

## **DEFINITION**

This is advanced foreman level work responsible for ensuring the effective and efficient maintenance and operations of the City's various attractions, horticultural facilities, and recreation and leisure facilities. This is an advanced field level position that provides leadership and direction in strategic planning and team direction. This involves developing and implementing work plans, organizing, assigning, co-ordinating, and prioritizing work, and hiring, scheduling and evaluating staff performance. Employees in this class demonstrate commitment to teamwork by encouraging consultation and participation in the planning and decision making in their functional areas.

This position is responsible for decision making, team building and empowerment of staff. It is also responsible for managing human, financial and material resources required to accomplish approved work plans.

This classification differs from subordinate classes as it does not regularly participate in hands-on, field related activities. It is required to function independently and to develop and implement work plans in accordance with the strategic direction of the branch.

## **TYPICAL DUTIES** \*

Develops and implements annual work plans and provides direction, leadership and co-ordination as these plans are carried out. Responsibilities include:

- Build effective teams by providing coaching, counselling and staff orientation, training and development;
- Recruit and orient required permanent and seasonal staff;
- Managing the performance and attendance of staff under their direction;
- Gather information for discipline and grievances and recommend disciplinary action;
- Prepare and communicate job standards and set work performance expectations;
- Maintain effective working relations;
- Prepare written reports and correspondence;
- Explain and interpret bylaws and policies to employees, the public and contractors;
- Responsible for decision making, problem solving and conflict resolution as it relates to work plan implementation;
- Provide input to the operating and capital budget processes (a variety of stakeholders could be involved, including employees);

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- Assist in evaluation and preparation of unit costs, productivity and accomplishment of work plans and capital projects;
- Review weekly and monthly management and financial reports to direct the work of teams and crews;
- Attend public, department, corporate and outside organization meetings as a resource or participant;
- Implement use of new, innovative equipment, technology and work methods;
- Address customer and stakeholder needs as related to service delivery.
- Identify and ensure provision of resources (materials, equipment and supplies) required to implement approved work plans and capital projects;
- Verify work plan/project completion and evaluate results in relation to existing standards or plans;
- Participate on special projects and studies and perform other administrative duties as required;
- Assist in workforce planning, scheduling and forecasting to meet work plan, capital projects and/or service requirements;
- Assist in setting annual priorities through analysis of current tasks, work plans, capital projects and evaluation of services delivered and anticipate possible problems or future trends with respect to work plans, capital projects or services;
- Preparation of work plan routing and scheduling;
- Verifies and performs other related administrative tasks and duties as required;
- Co-ordinate implementation of capital budget programs.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Ability to develop an effective work environment.

Working knowledge of computers.

Extensive knowledge of standard methods, practices, materials, tools, equipment and other disciplines related to area operational area.

Demonstrated written and oral communications skills.

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Ability to plan, prioritize, assign, supervise and direct the work of staff.

Ability to evaluate staff performance and operational results.

Ability to work independently and as part of a task-driven team.

Demonstrated supervisory, problem solving and decision making skills.

Extensive knowledge of bylaws, policies, departmental instructions, collective agreements and related government legislation.

Ability to communicate and deal effectively with the public, civic departments and outside organizations.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

Completion of a University Bachelor degree in a related field. Other educational equivalencies may be considered.

Three (3) years of progressively responsible experience in building maintenance/construction/heavy equipment operation/zoological/operations of which at least 2 years shall be supervisory experience.

Completion of the City of Edmonton Foremanship I and Leading People for Results.

Class 5 motor vehicle license.

Emergency First Aid Certificate.

Pesticide Applicators license (where applicable).

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

RECREATION FACILITIES (RF) TEAM LEADER.DOC

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Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	2114			
Last Updated:				
Previous Updates:				
Originated:	May 2008			