

Parks Maintenance Coordinator

DEFINITION

This classification is found only within the Parks and Recreation department. This is an advanced field level position which provides a support and coordination function required for the delivery of approved maintenance/operation services. This position is responsible for coordinating annual work plans at the district level and in the River Valley and Ravine Systems section. It is also responsible for the maintenance of the district and River Valley parkland inventory, equipment and vehicles fleet administration. This classification differs from other classifications in that it deals with planning and coordination of Parks Operations activities.

TYPICAL DUTIES*

The Parks Maintenance Coordinator assists in the provision of maintenance, operational, financial analysis and coordination required to accomplish planned maintenance of activities. Responsibilities include:

- assisting in developing strategic plans
- coordinating resource requirements, inventory, maintenance routes, annual work plans and maintenance requirements and task schedules.
- preparing job estimates
- preparing analysis and recommendations regarding use of new products, new technologies and innovative service delivery methods (*i.e.* cost benefit analysis)
- assisting in preparation of capital and operating budget submissions and annual training and development plans
- preparing monthly variance tracking to enhance the work plan performance
- monitoring vehicle and equipment use and prepare recommendation accordingly to provide best usage
- provide coordinated input to the plan circulation process on behalf of the district and river valley section
- supporting team leaders in delivery of on-the-job and safety training plus monitor all training and licenses and maintains a staff skills inventory
- preparing written reports, correspondence, memos and responses to inquiries as required
- reviewing and updates task standards, productivity service levels, unit costs and task accomplishments and evaluates these results
- developing and communicating job standards, policies, procedures, training programs and safety practices
- attending public, department, corporate and outside organization meetings as a resource person or participant
- sharing information with colleagues to assist in problem solving
- linking customer and colleague feedback and their needs into annual work plans
- participating in special projects and studies as requested/required
- performing administrative duties and other duties as required

KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of new products, technology, work methods and techniques.

Ability to work effectively in and with teams.

Ability to foster team commitment.

Effective written and verbal communications skills.

Ability to perform analysis and interpretation of data and evaluate results.

Extensive knowledge of city/department policies (i.e. WHMIS), procedures, standard work methods and practices and relevant legislation.

Ability to work independently.

Working knowledge of applicable software programs.

Demonstrated problem solving and decision-making skills.

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

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of a university bachelor's degree in a related field. Other educational equivalencies may be considered. Three (3) years of progressively responsible experience in parks maintenance, construction or parks operations. Possession of an Alberta Class 5 motor vehicle operator's licence and emergency First Aid certificate.

** 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.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0184			
Last Updated:	1996-04			
Previous Updates:				
Originated:	1995-01			