



JOB DESCRIPTION

TITLE: TRAILS SUPERVISOR – PARKS

DEPARTMENT: Facility & Parks Operations

LEVEL: 11 (Subject to JE)

Position Last Evaluated: Dec 2014

Job Desc. Last Updated: Dec 2022

JOB SUMMARY

Under the general direction of the Lead Supervisor, Parks, Trails and Natural Areas, the incumbent supervises and works with skilled and semi-skilled workers and contractors for the on-site construction and maintenance of park trails and other projects as directed. The Trails Supervisor maintains technical knowledge in various trades, ensures quality control of the unit, and checks and evaluates work to ensure required results are achieved.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Supervises and directs Trails staff, 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. Inspects, maintains, repairs and evaluates work in progress and upon completion to ensure repairs, maintenance, and project activities are performed in accordance with City regulations, policies and trail standards. Identifies problem areas and directs remedial action.
3. Monitors and inspects contractors' work and evaluates their performance. Ensures deficiencies are corrected.
4. Provides information to the Lead Supervisor and Manager for long range planning, budget preparation and control. Prepares specifications for tenders and provides job estimates. Assists in awarding contracts. Orders and authorizes equipment, material, and services.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

5. Follows City Purchasing Policy in the procurement of goods, services and maintenance level projects. Conducts contract administration for maintenance contracts.
6. Monitors maintenance level projects and programs to ensure budgets and schedules are met. Ensures City's Engineering Standards are adhered to and that "as built" drawings are recorded and stored appropriately.
7. Facilitates collection of parks asset data including GIS data collection. Assists with the implementation of the Computerized Asset Management System within Parks Operations.
8. Develops and administers a preventative maintenance and servicing program for parks trails, accesses, signs, parking lots, bike parks, mountain bike trails and other amenities.
9. In conjunction with the SNIC Coordinator and Manager, assists in establishing appropriate routes and schedules for the Snow and Ice Control (SNIC) Program. Monitors weather and trail conditions and takes action to ensure proper resources are assigned to meet needs.
10. Responsible for maintaining gravel and paved parking lots within the park and facilities, such as paving, crack sealing, line painting and grading.
11. Bucks and disposes of hazardous trees in parks, and brushes back plant material from trails, accesses, and walkways.
12. Operates various equipment involved in the construction and maintenance of trails, including skid steer and attachments, tractors, dump trucks, and excavators.
13. Establishes and promotes a culture of safety within the Trails Unit by providing safety workshops, crew talks and equipment operation training.
14. Acts as department representative communicating with user groups and members of the community in tactful and responsive manner. Sets and implements acceptable maintenance standards for assets under this jurisdiction.
15. Performs other duties as required.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of cost estimates, work schedules, materials, and labour, to complete a variety of tasks related to the maintenance, operation, and construction of trails parking lots and associated amenities.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS cont.

Excellent knowledge of technical methods, practices, materials, tools, and equipment used in performing various tasks relating to trail construction as well as hands-on experience.

Knowledge of basic carpentry as it relates to trail infrastructure construction and maintenance (e.g. stairs, boardwalks, bridges, and viewing platforms).

Knowledge of drainage systems, erosion, and slope stability as they relate to parks trail maintenance and construction.

Knowledge and understanding of blueprints, drawings, and diagrams in the construction of bridges, trails, and small construction projects.

Strong interpersonal and team building skills.

Knowledge of asphalt paving materials and procedures as it relates to trail and parking lot construction and repair.

Excellent leadership skills in supervision, planning, organizing, and controlling work.

Ability to understand GIS Technology and the mapping of park amenities.

Ability to carry out the efficient operation and maintenance of equipment used throughout the parks maintenance system in a safe manner and in compliance with Work Safe regulations.

Ability to comprehend and 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.

Basic computer skills in programs (such as Word), database programs (such as Excel), mapping programs (Hubmap).

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Grade 12 and completion of a Carpentry Foundation Certificate from an accredited educational institution or completion of a first year Carpentry Apprenticeship.

Minimum of 4 years' related experience, including 2 years' supervisory experience.

Possession of chainsaw certification and valid Pleasure Craft Operator Card.

MINIMUM TRAINING AND EXPERIENCE REQUIRED cont.

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 in 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.