

PARKS AND LEISURE SERVICES FOREMAN JOB DESCRIPTION

Reports to: Director of Parks & Leisure Services

SUMMARY Under the direction of the Director of Parks & Leisure Services, will perform a wide range of Administrative duties. Will assist the Director with the efficient operation of the Parks & Leisure Services Team. Will make recommendations and assist in the formulation of departmental objectives, policies and plans.

DUTIES/RESPONSIBILITIES

1. Act as working foreman and be trained on all necessary equipment required in the Parks and Arenas.
2. Prepares work schedules, assigns or delegates responsibilities, gives work directives, resolves problems, sets deadlines to ensure completion of departmental operational functions in the Parks, Sports Fields & Recreation Facilities.
3. Cultivate strong relationships with user groups and the general public whom the Town of Stettler serves.
4. Plans, supervises and co-ordinates activities of employees, assigns and inspects work.
5. Interprets, implements and enforces compliance with policies procedures and safety regulations.
6. Identifies and resolves operational problems; develops and implements alternative methods for work improvement.
7. Assist with the departmental operating and capital budgets; prepares periodic budget estimates and reports; provides data and other information to assist in the preparation of the annual budget and budget projections.
8. Initiates personnel actions such as recruitments, selections and disciplinary or dismissal measures.

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9. Maintains and operates the Twin Arenas.
10. Advises and assists the C.A.O. and other senior level managers in planning, and provides recommendations on matters requested or required for effective management of operations.
11. Conducts departmental staff meetings to discuss operational problems or explain procedural changes and according to a rotating schedule, would be expected to serve as a management representative on internal employer-employee advisory committees.
12. Evaluates employees' work and ensures the development and implementation of personnel training programs as required.

KNOWLEDGE, ABILITY AND SKILLS

1. Technical - must have detailed understanding of the functioning of the Recreation Centre, parks, campground, sports fields, cemetery and general open spaces. Must have a detailed understanding of horticulture and tree care.
2. Mechanical - must have basic understanding of the mechanical functions of the Recreation Centre and ice surfaces, and the various items of equipment and machinery used in the Parks & Leisure Services Department.
3. Personnel Management, Labour Relations and Occupational Health and Safety - must have ability to organize work schedules and administer the policies and procedures affecting employees in the department, be familiar with current Occupational Health and Safety regulations, assess the performance of employees, become involved in labour relations issues as required and attempt to resolve employee complaints or grievances when they first arise.
4. Construction and Maintenance - must have knowledge of the construction and maintenance of sports fields, nurseries, parks and playgrounds.

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5. License and Certificates - must hold a valid Alberta Driver's License, and be willing to obtain Parks and Sports Field Level 2, Arena Operators Level 2, Canadian Playground Safety Institute Certification, and other certificates required for the position.

LIMITS This job description is not a definitive enumeration of its scope, but represents a general overview of what can be expected in this type of work.

The incumbent may be required to perform duties that, although not directly related, are recognized by the Town of Stettler as a component of the position.