

Job Description

Working Title:	MANAGER OF PARKS AND ROADS
Position Type:	PERMANENT
FTE (ie: 1.0, 0.5):	1.0
Classification:	LEVEL 7
Division:	OPERATIONS
Department:	PLANNING AND INFRASTRUCTURE
Reports To:	GENERAL MANAGER, PLANNING & INFRASTRUCTURE
<input type="checkbox"/>	New Position
<input checked="" type="checkbox"/>	Update of current position
<input type="checkbox"/>	Significant changes (at least 50% of job has changed) – Job Evaluation required

SECTION I: PURPOSE OF POSITION

Reporting to the General Manager of Planning & Infrastructure, the Manager of Parks and Roads is responsible for the leadership, planning, coordination, and delivery of all roads, parks, trails, and open-space services within the Town. This role oversees that service and maintenance of municipal roads, traffic systems, parks, green spaces, and trail networks are delivered to high standards of safety, accessibility, and community satisfaction while ensuring that services are delivered and executed efficiently, sustainably, and in compliance with all municipal, provincial, and federal regulations-space services within the Town. The Manager provides direct supervision to the Parks & Roads Supervisor and is accountable for directing all operational programs, long-term planning initiatives, budgeting processes, and performance tracking.

SECTION 2: KEY RESPONSIBILITIES

Time Percentage	Key Responsibility
40	<p><u>Management/Supervisory</u></p> <ul style="list-style-type: none"> • Establish and maintain a high level of employee performance through effective recruitment and selection, employee engagement, coaching and mentoring, performance management, competency assessment and promoting training and development. • Promote and sustain a supportive business unit culture that reflects and aligns to the Town's values and desired culture and leadership principles. • Recommend and implement efficiencies, ensuring that change management best practices are followed when introducing new processes or concepts. • Support business unit Supervisors to evaluate employee performance and recommend appropriate courses of action. • Collaborate closely with P&I Leadership Team (Civic & Municipal Operations, Engineering and Planning) on cross department improvements and initiatives. • Work with Organizational Leadership Team (OLT) to align workplans with Town direction. Support strong team cohesion to promote collaborative atmosphere. • Collaborate with Tri Regional Partners (Parkland County, Spruce Grove) on inter municipal initiatives and information sharing. • Ensure management's direction is in accordance with the current union Collective Agreement and the Town of Stony Plain Personnel Policy. • Engage staff, develop work plans, goals, and optimize process evaluations to improve service delivery. • Provide direction for strategy development, corporate planning, budget development and performance monitoring. • Participate in IUOE Collective Bargaining as required, assist with grievance and/or dispute resolution, participate in Labour Management Committee meetings. • Provide leadership to ensure the efficient and effective ongoing operation and continuous improvement of the enterprise-wide programs, services and processes. • Promote and ensure compliance with the Town's Health and Safety Program ensuring all staff and contractors within the business unit adhere to policies and follow safe work practices. • Respond efficiently and appropriately to inquiries and complaints from the public, outside agencies, government departments and all other bodies.

40	<p><u>Parks, Roads, and Roads Operations</u></p> <ul style="list-style-type: none"> • Oversee operation, maintenance, and repair of municipal roads, including asphalt maintenance, pothole repair, crack sealing, street sweeping, traffic control devices, signage, and signal systems. • Lead development and implementation of snow & ice control plans to ensure safe winter travel conditions on roads, sidewalks, and trails. • Manage the maintenance and enhancement of all Town parks, outdoor playgrounds, open spaces, and landscaped areas, including turf management, irrigation, arboriculture, and horticulture. • Oversee trail and pathway maintenance programs, ensuring accessibility, safety, and seasonal upkeep. • Oversee the Town's projects and events team with major events such as Christmas Tree light up and major open events such as Mid Summer Thursdays. • Manage storm water drainage infrastructure within Roads corridors, including culverts, catch basins, and ditches. • Develop annual operational and capital budgets, lifecycle plans, asset management updates, and long-term infrastructure renewal strategies. • Prepare and manage procurement processes including tenders, RFPs, contracts, and equipment purchases; oversee contractor performance. • Review and update related bylaws, policies, procedures, and service standards to ensure alignment with legislation and best practices. • Develop and track performance measures for levels of service, operational outputs, and program effectiveness. • Support implementation of technology and system improvements such as asset management systems, GIS tools, and work order systems.
20	<p><u>Other</u></p> <ul style="list-style-type: none"> • Prepare operational reports, briefings, business cases, and recommendations for the General Manager, Senior Management, and Council; draft policies, procedures and by-laws for approval. • Attend and actively participate in Council, committee, management and professional group meetings as required, providing advice and responding to inquiries. • Build and maintain strong working relationships with contractors, suppliers, other municipalities, and regional partners to support Town initiatives and promote positive corporate image. • Represent the department at internal and external meetings, committees, conferences, and professional associations. • Keep current with industry standards, legislative changes, and best practices in Roads, parks, and public works operations. • Support corporate initiatives, emergency response activities, and all other duties as assigned by the General Manager within scope of this position.

SECTION 3: SUPERVISION OF OTHERS

Position Title	Direct	General
Supervisor, Parks & Roads	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administrative Assistant	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SECTION 4: QUALIFICATIONS

Level of education and experience required:

- Related post-secondary degree in a directly related field (business administration, engineering, technology, environment or similar). Equivalencies may be considered.
- 7-10 years of progressive supervisory and leadership experience with the ability to mentor, coach and inspire others.
- Experience successfully managing capital and operating budgets in a municipal environment (or similar).

Required designations, licenses, Certificates required:

- Valid Alberta Class 5 Driver's License (driver abstract required).
- Certified Engineering Technologist (C.E.T.) or related certification is an asset.
- Certified Public Works Professional designation is an asset
- Asset Management training is an asset.
- Project Management Training, PMP designation is an asset
- Incident Command System (ICS 200) or above is an asset

Required Knowledge, Skills and Abilities:

- Comprehensive operational knowledge of roads, roads systems, snow & ice control, parks maintenance, irrigation, and related infrastructure.
- Knowledge of municipal bylaws, OHS legislation, environmental regulations, and public-works industry standards.
- Strong leadership, conflict-resolution, coaching, and team-building skills.
- Ability to manage multiple projects, priorities, and deadlines in a fast-paced environment.
- Strong seasoned budgeting, procurement, and contract-management capabilities.
- Excellent communication and relationship-building skills with staff, stakeholders, and the public.

Software/Technology

- Strong computer skills including Microsoft Office Suite, financial, asset management, GIS and other software programs.

PHYSICAL EFFORT	
<input checked="" type="checkbox"/>	Routine office environment. Limited physical effort. A variety of typical office requirements such as sitting, standing and walking. Limited physical effort. Limited intense visual concentration is required. Infrequent physical effort (lifting, bending, etc); Infrequent peaks of concentration are necessary for short periods from time to time (e.g. several minutes up to half an hour) Interruptions or distractions occur occasionally, but do not interfere with completion of quality of work as the nature of the work is highly repetitive and routine
<input type="checkbox"/>	Moderate physical effort, requires occasional lifting, bending, standing, climbing ladders, etc. Requires extended periods of standing or moving. Manual dexterity can include handling of items or tools of various sizes, sorting or manipulating small parts or materials or tools, where the pace of work can largely be controlled. Intense visual concentration is greater than 50% of the time. Moderate peaks of concentration (e.g. up to half day) are a typical, with some ability to control this by taking breaks from the task. Interruptions or distractions occur frequently and sometimes interfere with output quality or timeliness. Time pressures with the job are noticeable, but are not frequent or significant. May perform a moderate level of heavy physical activities (pulling, lifting, pushing heavy or awkward objects, etc). May require some specialized training and/or use of safety equipment.
<input type="checkbox"/>	Regular, frequent or sustained and considerable physical effort is required with limited opportunities to rest except at scheduled breaks. May require a degree of major physical effort over an extended period of time. Requires frequent or regular considerable moving, standing or heavy physical activities (e.g. lifting, moving, or pulling heavy awkward objects on a regular basis). Typically requires some specialized training (certifications, etc) and/or use of safety equipment. May also require personal protective equipment. Regular, frequent or sustained, and substantial peaks of concentration are a typical throughout the day. It may not be possible to take breaks from tasks due to time pressures and deadlines that often oblige continuation until task completed. Interruptions and distractions occur frequently, and often to significantly interfere with the ability to complete the task correctly/in timely manner and consistently.
WORK ENVIRONMENT	
<input checked="" type="checkbox"/>	Routine office environment. Limited exposure to disagreeable aspects such as noise, heat/cold, dust, fumes, etc
<input type="checkbox"/>	Moderate exposure to disagreeable aspects of the work environment. The job may require occasional exposure, but is limited in terms of frequency, severity, and/or duration. May require some specialized training, and/or use of safety equipment.
<input type="checkbox"/>	Considerable, frequent or ongoing exposure to disagreeable aspects of the work environment. The job requires regular exposure in terms of frequency, severity, and/or duration. Typically requires some specialized training (certifications, etc), and/or use of safety equipment. May also require personal protective equipment.