

# NOW HIRING



CITY OF  
PORT ALBERNI

## MANAGER OF PARKS

*The City of Port Alberni is a community of over 18,000 people. Located centrally on Vancouver Island, we are a well-serviced and growing municipality that offers residents affordable west coast living, as well as proximity to oceans, lakes, rivers and mountains.*

We are currently looking for a **Manager of Parks** to join a progressive and dynamic organization that provides a full range of programs and services to taxpayers. Reporting to the Director of Parks, Recreation and Heritage, this position involves supervisory, project planning and administrative work.

### Responsibilities:

This position is responsible for all functions related to maintenance operations, development of new infrastructure, and long-term planning for City parks and green spaces. Specific responsibilities include:

- Supervisory, technical and administrative duties associated with planning, coordinating and directing maintenance operations, and developing new infrastructure
- Supervising the work of staff; training staff as required
- Planning, coordinating priorities and setting timelines
- Ensuring high standards of effectiveness within the department
- Liaising with community user groups, organizations and the public
- Developing and managing operating and capital budgets

### Qualifications & Experience:

- Post-secondary education (degree or diploma) in a field related to project management, horticulture, arboriculture, turf management or landscape architecture
- A minimum of 5 years' related experience, including demonstrated supervisory experience
- Previous project management experience
- Knowledge of municipal policies, bylaws, provincial and federal regulations as they apply to the working environment of parks operations
- Thorough knowledge of occupational health and safety standards and practises
- Demonstrated ability to utilize various computer applications
- Ability to exercise independent judgement while working toward departmental objectives
- Strong interpersonal, communication and team building skills
- Valid unrestricted Class 5 driver's license for the Province of British Columbia
- An equivalent combination of education, training and experience may be considered

*This is an exempt position. A competitive salary is offered in addition to a comprehensive benefit package. Please note that there is a residency requirement for this position. Qualified individuals may apply by forwarding a resume and cover letter by 4:30 pm, Friday, December 9, 2022:*

Attention: Human Resources  
By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8  
By email: [humanresources\\_resumes@portalberni.ca](mailto:humanresources_resumes@portalberni.ca)

***We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.***

[www.portalberni.ca](http://www.portalberni.ca)

