



MOUNTAINS OF OPPORTUNITY

CRANBROOK

JOB POSTING

Parks Foreman

POSITION

POSTING #

25-09

POSTING TYPE

Internal

POSITION TYPE

Full-time

HOURS OF WORK

40-hour work week, as per schedule

DEPARTMENT Public Works

HOURLY RATE \$44.11 per hour, Schedule "B" Outside Employees

POSITION SUMMARY

Under the direction of the Public Works manager, the Parks Foreman participates in and supervises the work of the Parks personnel engaged in construction and maintenance of Parks, Cemetery/Mausoleum and Green Spaces.

The incumbent works with minimal supervision and a great deal of initiative while participating in and supervising the work of in-house and contract equipment operators, labourers, trades and specialty personnel as required. The incumbent coordinates tasks with other Public Works sections, City departments, contract personnel and volunteer groups

ESSENTIAL QUALIFICATIONS

EDUCATION

- Grade 12 Diploma or GED
- Turfgrass Management Diploma, OR Horticulture Diploma

LICENSES / CERTIFICATES

- Valid Class three (3) BC Driver's License with Air Endorsement
- Pesticide Applicators certificate
- Public Works Association of BC Public Works Supervisor Level One (1), or equivalent.
- BC Municipal Safety Association, Supervisors Safety Certificate Program.

EXPERIENCE

- Five (5) years' supervisory experience in a Parks related position.

SPECIFIC SKILLS

- Knowledge of practices, methods, materials and equipment used in Parks construction and maintenance, evidenced by progressively responsible experience and demonstrated proficiency in applicable work.
- Ability to plan, schedule and coordinate the deployment of manpower and equipment.
- Knowledge of computers, related software and general office equipment.
- Knowledge of municipal, provincial and federal standards/regulations.

- Ability to operate loader, single and tandem axle dump trucks, turf maintenance equipment, etc.
- Effective human relations and communications skills, both written and oral.
- Leadership ability to effectively supervise staff.
- Demonstrated ability to exercise considerable tact, courtesy and diplomacy in dealing with members of the public, other agencies and staff.
- Excellent organizational and time management skills.

SPECIAL REQUIREMENTS

- High degree of initiative and sound judgement.
- Demonstrated ability to work with minimal supervision.
- Demonstrated ability to perform all the duties outlined in a safe manner following established City policies and procedures; WorkSafeBC.
- Available to work various schedules, weekends, holidays, day, evening, and night shifts as outlined in the Collective Agreement.
- Respond to emergency callouts and undertake responsibilities specific to Disaster Services.

CLOSING DATE **2/18/2025**

Interested applicants are requested to submit a covering letter and resume to:

Human Resources
City of Cranbrook
40 – 10th Avenue South, Cranbrook, BC V1C 2M8

E-mail: human.resources@cranbrook.ca (Submissions in Word or .pdf format only)

We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.

This position is covered under the Collective Agreement between the City of Cranbrook and C.U.P.E. Local 2090 – Cranbrook Inside/Outside Workers.

The City of Cranbrook

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our City a welcoming and growing place in which to live, work and play.

Diversity, Equity, and Inclusion

This Policy provides the foundation for Diversity, Equity, and Inclusion (“DEI”) at the City of Cranbrook to ensure a safe, respectful, and inclusive community and workplace. The City of Cranbrook will work towards becoming a community that supports and fosters a diversity of perspectives and provides equal opportunities for its residents. The aim is for the City to provide programs and services that meet the diverse needs of the community. The City of Cranbrook is equally committed to an inclusive workplace that welcomes, respects, and values a diverse workforce that reflects the qualities and differences of the broader population it serves.

Policy No. 50-15