

Job Title: Parks Foreman

The Town of Wynyard Recreation Department is accepting applications for Parks Foreman. The Parks Foreman will be responsible for maintenance of all town green spaces and for management of all parks staff and reports to the Director of Leisure Services.

Anticipated Start/End Date: May – August 2017

Hours per week: 40

Application Closing Date: March 31, 2017

The Parks Foreman will:

- Be responsible for the maintenance of town green spaces, parks, boulevards, sidewalks and sports fields
- Supervise the work of crews engaged in the planting, care, and maintenance of parks, lawns, shrubs, flowers, flora, fauna, perennials, and annuals
- Operate and train crew to operate a riding mower and hand-held equipment such as a grass trimmer
- Supervise the work of crews engaged in mowing, trimming, tree pruning, landscaping, weeding and general outdoor maintenance and clean-up
- Oversee various parks maintenance activities and coordinate with town staff regarding other maintenance projects.
- Inspect parks and associated facilities to ensure proper care and maintenance, and make recommendations for improvements.
- Request materials, supplies, and equipment needed for the maintenance of assigned park facilities.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Develop draft performance reviews for all park employees.
- Reports and documents all weekly park employee and crew hours.
- Prepare and schedule daily/weekly duty assignments for parks staff

The successful applicant should possess:

- Pesticide Applicators License
- Valid Class 5 Driver's License
- One (1) year parks maintenance experience
- One (1) year management/supervisory experience
- Knowledge of horticultural practices



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Additional Skills:

- Ability to work independently as well as a part of a team
- Ability to maintain effective working relationships and demonstrate strong communication

To Apply:

Qualified applicants can send a resume to the Director of Leisure Services at recreation.wynyard@sasktel.net or by mail to Town of Wynyard, Box 734, Wynyard, SK, S0A 4T0.

If you require further information call the Director of Leisure Services at 306-554-3661.



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