The DISTRICT OF CENTRAL SAANICH
is seeking a
MANAGER, PARKS, FACILITIES AND FLEET

Competition Number 2023-14

The District of Central Saanich, located on the Saanich Peninsula of Southern Vancouver Island enjoys the reputation of being among the best locations in Canada to work, live and play. Central Saanich is bounded on both the east and west by ocean and is known for its scenic rolling countryside and bounty of farms. This community of 18,000 residents has a vibrant, small village character and includes the Tsawout and Tsartlip First Nations; and it is central to all amenities of the Greater Victoria area.

Under the general direction of the Director of Engineering, the Manager, Parks, Facilities and Fleet is responsible for the effective and efficient strategic, operational and capital management of the District’s Parks, Facilities and Fleet.

The ideal candidate will have sound knowledge of parks, facilities and fleet management principles and standards; will enjoy project management and managing multiple projects and competing priorities and demands; be a committed occupational health and safety leader and be willing to champion a culture of safety as well as enjoy coaching and supporting the team to ensure priorities and goals are met.

Additionally, the ideal candidate will have a minimum of five (5) years related experience and a degree or diploma in Business Administration, Engineering, Horticulture, Construction Management or a related subject, as well as a valid class 5 B.C. Driver’s License. An equivalent combination of education and experience may be considered.

Please see the attached job description for further information on the duties and requirements of the role.

The salary range for this position is $129,700 to $141,700 with a great pension and extended health and dental benefits plan. Interested candidates are invited to submit their resume and covering letter, quoting the competition number to resume@csaanich.ca or by dropping it off at the Municipal Hall, attention: Human Resources. This position will remain open until filled.

We are committed to creating an inclusive work environment, we hope you are too.

The District of Central Saanich’s COVID-19 Vaccination Policy is currently suspended and as a result, vaccination against COVID-19 is not required at this time. However, should circumstances change and the District deem it necessary to re-introduce such policy, you may be required to provide proof of vaccination against COVID-19 to be eligible to continue performing your duties.

The District of Central Saanich thanks applicants for their interest, and advises that only those candidates under active consideration will be contacted.
Job Description
Manager, Parks, Facilities and Fleet
Engineering Department

Role Summary

Under the general direction of the Director of Engineering, the Manager, Parks, Facilities and Fleet is responsible for the effective and efficient strategic, operational and capital management of the District’s Parks, Facilities and Fleet. The Manager manages a diverse park system, which includes community and neighbourhood parks, trails, historic structures, beach accesses and more. As the Manager responsible for District Facilities, the incumbent is responsible for the day-to-day building operations, maintenance and capital improvements of all District facilities as well as managing related strategic plans and priorities. As the Manager of the corporate Fleet, which includes Fire and Police vehicles and equipment, the incumbent manages the maintenance and repair tasks related to vehicle and equipment procurement.

Illustrative Duties

PARKS

- Manages operation of parks and parks’ facilities including the parks booking system for buildings, shelters, fields, diamonds and courts
- Develops and implements a comprehensive parks management plan in collaboration with other departments, the community, and other partners
- Works interdepartmentally to address and respond proactively to community needs for public spaces and uses, community inquiries and complaints
- Manages the maintenance management systems to ensure effective use of resources and to provide reports and data on trends and risk areas

FACILITIES

- Develops and implements comprehensive facilities plans in collaboration with other departments including implementing asset management strategies and lifecycle requirements
- Ensures the effective and efficient operation of maintenance and of related capital programs
- Manages and negotiates lease agreements
- Oversees the strategic delivery of asset planning and develops and manages the implementation of District-wide programs including accessibility, environmental and sustainability initiatives and provides input into capital projects
- Oversees third party contractors/vendors including cleaning services
FLEET

- Develops and maintains a comprehensive fleet operational and preventative management plan in collaboration with other departments including implementing related asset management strategies and lifecycle requirements
- Manages vehicle and equipment procurement with the District’s Purchaser
- Processes vehicle accident and damage reports and liaises with insurance provider for claim processing
- Ensures compliance with the National Safety Code (NSC) and Commercial Vehicle Inspection regulations

MANAGEMENT OF FINANCIAL AND OPERATIONAL MATTERS

- Prepares, or assists with, bylaws, proposals, policies, reports and recommendations for submission and presentation to CAO and Council
- Ensures that programs operate within approved funding levels and are aligned with strategic and operational goals and objectives
- Provides Occupational Health and Safety advice and program support to the yard and ensures District wide collaboration of resources and knowledge and ensures a culture of health and safety
- Participates in Emergency Management operations and training as required
- Follows all District bylaws, policies and procedures

LEADERSHIP OF STAFF

- Leads and manages the team outlining clear objectives, priorities and timelines
- Manages employee performance, setting clear expectations, monitoring and evaluating performance and manages non-performance
- Supports a culture of continuous learning and improvement
- Ensures a cohesive and collaborative team approach within the work area and across the District

Knowledge, Skills and Abilities on the Job

- Sound knowledge of parks, facilities and fleet management principles and standards, public sector procurement and construction contract administration, as well as applicable legislation, bylaws, policies, rules and regulations
- Demonstrated experience in project management and the ability to manage multiple projects and competing priorities and demands
- Ability to build relationships and manage service contracts with local First Nations Communities
- Effective team builder with the proven ability to lead and manage a diverse team including recruitment and selection, labour relations, leadership, performance, training and attendance management
- Excellent communication skills, political acumen, relationship building skills and conflict resolution skills to establish and maintain effective and collaborative working relationships
• Considerable knowledge of occupational health and safety regulations and standards and commitment to a culture of safety

**Requirements**

• A minimum of five (5) years related experience and a degree or diploma in Business Administration, Engineering, Horticulture, Construction Management or a related subject. An equivalent combination of education and experience may be considered.
• Valid Class 5 Drivers License

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<th>Date: June 19, 2023</th>
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Classification: M2

Revised: 2023