



CITY OF COLWOOD

JOB DESCRIPTION

TITLE:	PARKS LEAD - CAPITAL
DEPARTMENT:	PARKS
POSITION TYPE:	REGULAR FULL-TIME UNION POSITION
PAY GRADE:	PAY GRADE 18
LAST UPDATED:	APRIL 2024 (under review)

NATURE AND SCOPE OF WORK

Reporting to the Manager of Parks, this Parks position focuses on the delivery of Capital Works and involves both field and office assignments under the general direction of the manager. This position is responsible for the planning, implementation, and coordination of Parks capital projects which includes the planning of scope considerations through consultation with Council and the public, budget consideration, public engagement, project administration, assisting in procurement processes such as the creation of “Requests for Proposals” and “Request for Quotations” and undertaking technical review and providing construction supervision. Under the guidance of the Manager of Parks, develops and updates the annual and multi-year parks capital project schedule, provides technical and budgeting input for capital project planning, and maintains an ongoing capital asset replacement schedule applying industry accepted life cycle costing for parks and active transportation infrastructure.

The emphasis is on the delivery of Capital Works with strong environmental awareness. The incumbent may be required to assume lead responsibility for specific projects.

TYPICAL DUTIES AND RESPONSIBILITIES

- Works to ensure the service delivery of Capital Projects.
- Assists in ensuring the service delivery of Inspection services.
- Functionally oversees the work of one or more junior technical support staff.
- Provides cost estimates, specifications, and other details for tendering; reviews and analyzes tenders when received; prepares recommendations related to the awarding of contracts.
- Acts as a liaison between Council and the public.
- Acts as a liaison with engineering consultants, contractors, public utilities, other government agencies, and Colwood staff on capital projects, special studies and/or projects.
- Provides information and updates to the Director of Public Works and Manger of Parks regarding progress made, or difficulties encountered; suggests improvements, adjustments and/or solutions as appropriate.
- Conducts direct engagement with the public / stakeholder groups as needed (project based).
- Prepares requests for proposals and quotes from external parties and performs other activities in connection with the engagement of design consultants.
- Participates in discussions with reviews and recommendations regarding major development proposals.



- Participates in discussions with Council, staff, and the general public.
- Provides guidance to the administration team.
- Work with various departments in the delivery of works related to Capital Projects and/or as assigned.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- An undergraduate degree in Civil Engineering with a minimum of 5 years professional engineering experience, relevant to a municipal context.
 - A class 5 driver's licence is required with a satisfactory drivers abstract.
 - Experience in Engineering drawing review, construction supervision, and inspections.
 - Project Management Professional (PMP) designation is an asset.
 - Association with APEGBC and/or ASTT designation is an asset.
- * An equivalent combination of education and experience may be considered.

SKILLS AND ABILITIES

- Demonstrated ability to work effectively, under pressure, with a high degree of independence while functioning collaboratively within a team environment.
- Ability to establish and maintain effective work relationships with other employees and the general public.
- Demonstrated leadership ability and highly developed interpersonal and communication skills.
- Demonstrated commitment to client focused services and teamwork.
- Accuracy in the execution of Parks capital assignments.
- Ability to make independent investigation and research into parks needs and problems.
- Ability to integrate administrative, professional, and operational aspects of the division throughout the City in an effective and efficient manner.
- Ability to develop and nurture an environment where quality improvement principles are embraced and used on a continuous basis.
- Excellent organizational skills including the ability to prioritize workload and meet deadlines.
- Ability to write and interpret Engineering Submissions and reports.
- Ability to work independently in the review of drawings and specifications.
- Well developed report writing skills.
- Ability to prepare presentations and materials suitable for Colwood Council and/or the Public.
- Ability to operate related equipment including software applications.
- Ability to understand cost implications and asset management; proven asset management skills preferred.
- Physical ability to perform the duties of the position.

COMPETENCIES

Leads Self

- Self-Awareness: Is aware of own assumptions, values, principles, strengths, and limitations.
- Manages Self: Takes responsibility for own performance and health.
- Develops Self: Actively seeks opportunities and challenges for personal learning, character building and growth. Takes steps to improve Team and City performance.
- Demonstrates Character: Models qualities such as honesty, integrity, resilience, and confidence.



Engages Others

- Fosters the Development of Others: Supports and challenges others to achieve professional and personal goals.
- Contributes to the Creation of a Healthy Organization: Creates an engaging environment where others have meaningful opportunities and the resources to fulfil their expected responsibilities.
- Communicates Effectively: Listens well. Encourages open exchange of information and ideas using appropriate communication media.
- Builds Effective Teams: Facilitates an environment of collaboration and cooperation to achieve results.

Achieves Results

- Sets Direction: Inspires vision. Identifies, establishes, and communicates clear and meaningful expectations and outcomes.
- Strategically aligns decisions with Vision, Values and Evidence: Integrates organizational mission, values and reliable, valid evidence to make decisions.
- Takes Action to Implement Decisions: Acts in a manner consistent with the organizational values to yield effective, efficient public-centered service. Demonstrates business acumen by efficiently and effectively identifying and managing human, capital, financial and information resources.
- Assesses and Evaluates Results: Measures and evaluates outcomes. Holds self and others accountable for results achieved against benchmarks. Corrects course as appropriate.

Develops Coalitions

- Builds Partnerships and Networks to Create Results: Creates connections, trust and shared meaning with individuals and groups.
- Demonstrates a Commitment to Customers and Service: Facilitates collaboration, cooperation and coalitions among diverse groups and perspectives to improve service.
- Mobilizes Knowledge: Employs methods to gather intelligence. Encourages open exchange of information. Uses quality evidence to influence action across the system.
- Navigates Socio-Political Environment: Is politically astute. Negotiates through conflict. Mobilizes support to achieve results.

Systems Transformation

- Demonstrates Systems/Critical Thinking: Thinks analytically and conceptually; questions and challenges the status quo to identify issues, solve problems and design and implement effective processes across systems and stakeholders.
- Encourages and Supports Innovation: Creates a climate of continuous improvement and creativity aimed at systematic change.
- Strategically Oriented to the Future: Scans the environment for ideas, best practices and emerging trends that will shape the system.
- Champions and Orchestrates Change: Actively contributes to change processes that improve service delivery.