

At the City of Brampton, our focus is people. From our employees to the community we serve, people are at the centre of everything we do. Our city is a living Mosaic made up of 250 cultures and 171 spoken languages. Recognized by **Forbes** as one of Canada's top employers and **Maclean's** best communities in Canada, the City of Brampton is a dynamic and innovative place to work and experience. We want you to join us in serving our diverse community with pride and passion.

Our Focus Is People ●●●●●



**JOB TITLE:** Foreperson, Afterhours  
**DEPARTMENT:** Community Services  
**POSTING NUMBER:** 105895  
**NUMBER OF POSITIONS:** 1  
**JOB STATUS & DURATION:** Full Time Permanent  
**HOURS OF WORK:** 40 hour workweek / shift work / variable hours  
**LOCATION:** 129 Glidden Road  
**SALARY GRADE:** 5  
**HIRING SALARY RANGE:** \$84,403.00 - \$94,954.00 per annum  
**MAXIMUM OF SALARY RANGE:** \$105,504.00 per annum  
**JOB TYPE:** Management and Administration  
**POSTING DATE:** February 23, 2024  
**CLOSING DATE:** March 8, 2024

## AREA OF RESPONSIBILITY:

Reporting to the Supervisor, Parks Maintenance, this position is responsible for overseeing and coordinating after-hours parks maintenance and field recreation through Corporate, Departmental and Divisional standard operating procedures. This includes ensuring that the most efficient use of staff, contract services, equipment and materials is achieved within the Division. The role will be responsible for supporting special events, Field Recreation maintenance teams, and responding to after-hours (evening and weekends) concerns within the Parks Maintenance and Forestry division. Assist with preparing annual operating budgets, and establishing and prioritizing capital projects for Parks Maintenance and Forestry. Provides advice and guidance to staff.

- Supervise teams, ensuring proper coverage and efficient work allocation.
- Work evenings and weekends to provide timely follow up on all Parks Operations and Forestry related concerns.
- Oversee and inspect all functions performed by crew members after hours and on weekends.
- Works with various parks management teams to coordinate after hour staffing requirements.
- Inspect all work areas including parkland, buildings, structures, and equipment to ensure productivity, proper operation, cleanliness, and safety.
- Perform call outs to support after hours events and Parks Maintenance and Forestry concerns.
- Provide the highest level of customer service with prompt response to concerns from residents, Corporate Leadership Team and Members of Council.
- Inspects/supervises work performed by crew members and contractors; ensures quantity, quality, and consistency of work along with ensuring the safe/efficient use of equipment, tools, and materials.
- Manage Field Recreation and Special Event staff during after-hours periods (evenings and weekends).
- Liaise with event organizers and sports field user groups.

- Provide on-site supervision and support to staff working events to address issues or emergencies that arise.
- Monitor compliance of the Municipal Alcohol Policy.
- Conduct post event evaluations and gather feedback to improve future event management.
- Trains, directs, and monitors staff to perform work safely and efficiently.
- Oversees winter maintenance activities.
- Performs on-call and other duties, as and when required.

## **SELECTION CRITERIA:**

### **EDUCATION:**

- Post-secondary Diploma or Certificate in Horticulture Science or equivalent.

### **REQUIRED EXPERIENCE:**

- Minimum 3-5 years in a Parks Operations/Horticulture/Special Events setting with effective supervisory skills.
- 2-3 years supervisory experience preferably in a unionized environment.

### **OTHER SKILLS AND ASSETS:**

- Exceptional written and verbal communication skills are essential.
- Knowledge of small and heavy equipment operation and the use/operation of computers, including MS Office
- Excellent customer service/public relations skills
- Ability to work independently and as part of a team.
- Must possess a valid Ontario "G" Driver's Licence
- Good performance and work record.

*\*\*Various tests and/or exams may be administered as part of the selection criteria.*

**Interview:** Our recruitment process may be completed with video conference technology.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available.

If this opportunity matches your interest and experience, please apply online [at: www.brampton.ca/employment](http://www.brampton.ca/employment) quoting **reference #105895 by March 8, 2024** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

As part of the application process, applicants will be invited to complete a self-identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. Should you wish to opt out of completing the survey, please select "prefer not to answer" as a response to each question. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.

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