

CAPE BRETON REGIONAL MUNICIPALITY

SUPERVISOR - PARKS & GROUNDS *Regular, Full-time*

JOB SCOPE: Under the direction of the Manager of Parks & Grounds, works as a field team leader to facilitate activities necessary to maintain the region's parks, green areas, and grounds, play structures and areas, sport fields, street landscaping, walking tracks, beaches, and trees.

BARGAINING UNIT: Non-Union / Confidential **SALARY:** \$87,614 to \$96,120

MINIMUM QUALIFICATIONS: (Must include copies of the items listed below)

- Grade 12 or GED equivalent.
- Minimum 2 years' post-secondary education in a related field.
- 5 years' experience in recreational maintenance and / or landscaping
- Equivalent combination of education & experience
- Demonstrated abilities in project design, planning, estimating and construction supervision.
- Extensive knowledge of turf maintenance, horticulture and arboriculture techniques.
- Must possess and maintain a valid Nova Scotia Drivers' License.
- Criminal Records Check verification is required as a condition of employment. Vulnerable sector check may also be required for those working with vulnerable populations.
- Medical assessments including but not limited to physical, vision, and hearing tests may be required. The assessments must show the capacity of performing tasks of the classification. This will take place at a later date.

CLOSING DATE FOR APPLICATIONS: Friday, March 13th, 2026, at 4:00PM

Applications quoting **Competition Reference #25.81-E** should be submitted via any one of the following:

In-person or drop-box:

Human Resources Department, Cape Breton Regional Municipality, 320 Esplanade, Suite 303, Sydney, Nova Scotia B1P7B9

Fax: 902-563-5582 or **E-mail:** jobapplications@cbrm.ns.ca

Although we thank all applicants for their submissions, we will respond only to those we wish to interview.

CBRM is committed to the principles of Employment Equity and Inclusivity. We encourage applications from designated groups, including but not limited to women, visible minorities, indigenous peoples, members of the 2SLGBTQIA+ community, and persons with disabilities. CBRM encourages the need for respect, integrity, diversity, accountability, and the public good.

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Guided by Employment Equity principles, we encourage applications from members of designated groups, including but not limited to Indigenous peoples, people of African descent, other racially visible persons, persons with disabilities, women in underrepresented occupations or positions, and members of the 2SLGBTQIA+ communities.



CAPE BRETON
REGIONAL MUNICIPALITY
Human Resources

320 Esplanade
Sydney, Nova Scotia, B1P7B9

Email: hr@cbrm.ns.ca

Phone: 902-563-5058 Fax: 902-563-5582

Career Opportunities: cbrm.ns.ca/jobs

JOB DESCRIPTION

Position Title:	Supervisor		
Department:	Parks & Grounds	Location:	Various
Reporting to:	Manager, Recreation, Parks, Grounds & Buildings	Bargaining Unit:	Non-Union / Confidential
Salary:	\$87,614 to \$96,120		

JOB SCOPE:

Under the direction of the Manager of Parks & Grounds, works as a field team leader to facilitate activities necessary to maintain the region's parks, green areas, and grounds, play structures and areas, sport fields, street landscaping, walking tracks, beaches, and trees.

MAIN FUNCTIONS :

- Leads a group of assigned employees to complete hardscaping and non-routine maintenance activities for the region's facilities. Hardscaping activities to include construction, major repairs, liming applications, and fertilization schedules, over seeding, aeration, infield construction and top-dressing activities.
- Supervises, co-ordinates and supports sub-foreman in each service area perform daily maintenance activities including grass cutting, garbage collection, grooming, general maintenance and repair activities for the purpose of information exchange on equipment, materials, and supplies.
- Participates in recruitment and selection activities.
- Requisitions required supplies and maintains a variety of records relating to division's personnel, equipment, supplies and records.
- Prepares and submits reports relating to labor, equipment and materials requirements for assigned job projects and makes recommendations on matters pertaining to the maintenance of facilities for the future.
- Ensures that contracted services and purchases of materials and rentals provided to the Municipality are carried out to specifications. Under the direction of the Manager of Parks & Grounds make contact and gather costs on purchases in the best interests of the region.

- Provides interpretation and administration in Labor Relations to ensure consistency in the application of Collective and Supplementary Agreements and Letters of Understanding.
- Trains and supervises employees performing the duties of maintenance, construction and repair of the region's parks, grounds, and open spaces.
- Adheres to and applies the constructive discipline policy to subordinates when needed.
- Participates in grievance procedures and resolutions
- Provides counseling on a confidential basis to staff including resolution of disputes.
- Works with existing community organizations to identify and assist with the development and co-ordination of preventative maintenance practices and to offer technical advice when required for community owned facilities.
- Acts as the principle contact for all matters related to the design, orientation, and construction of the region's outdoor spaces. Must ensure, by use of level and transit, issues of drainage, landscaping, infrastructure, safety, and maintenance are considered in all new construction projects.
- Participates in the planning and co-ordination of assigned projects.
- Supervises and ensures the proper maintenance of and accountability for all equipment and tools used in the parks & grounds service through communication with both Fleet Division and sub-foreman.
- Oversee the safety of assigned workers and equipment by instructing individuals in safety procedures and monitoring processes. Take remedial action when necessary.
- Ensures the collection and analysis of soil samples of assigned facilities and areas and carries out the creation of an inventory system retaining the results of analysis for future references.
- Carries out an inventory of all trees that are the responsibility of the region to ensure proper pruning, protection and as a last recourse removal of diseased trees.
- Provides advice and encouragement to the proper pruning, protection, and repair of privately owned trees in the region under the direction of the Manager of Parks & Grounds
- Advises Manager and Director and other regional officials on matters relating to divisional activities; provides information to various civic, school, and public groups and individuals.
- Assists in motivating and evaluating personnel by acting as a liaison between crew and other departments.
- Carries out performance appraisals for division personnel and makes recommendations to the Manager on staff training programs.
- Analyzes annual operating costs and makes recommendations for division budget.
- Carries out other duties as assigned by management.

MINIMUM QUALIFICATIONS

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KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to use level and transit.
- Ability to give directions to many personnel.
- Familiarity with mechanical maintenance procedures and knowledge of recreation equipment fabrication methods.
- Ability to analyze performance data to provide continuous rationalization.
- A team player with excellent communication and organizational skills.
- Self-starter with motivational management expertise and the ability to build productive relations.
- Must have SAP experience with budget, work orders, purchase orders, good issues, GL's.