**Department Supervisor, Operations**  
**Posting Start Date:** August 5, 2022  
**Posting End Date:** August 21, 2022  
**Contract, Seasonal**  
**Work location:** Glen Eden – 5234 Kelso Road, Milton, ON, L9E 0C6.

*Must be able to work at any CH designated site.*

Conservation Halton was established more than 60 years ago to protect our communities from flooding and erosion and manage and restore natural resources of the watershed. We have grown to become so much more. Today, it is our responsibility to prepare our communities for the impacts of climate change, support our partners in creating more sustainable communities, manage our natural areas and resources within the watershed, monitor and enhance the environmental health of our watershed and create opportunities to connect with nature through recreation and education.

We believe that diverse backgrounds and unique perspectives make us stronger. Conservation Halton is committed to be an equal opportunity employer, creating an inclusive work environment and encouraging employees to be their most authentic self, no matter their ethnic background, religious beliefs, age demographic, gender expression, sexual orientation, physical ability, mental health or general appearance.

Four years ago, Conservation Halton started a process of transformation through our strategic plan, Metamorphosis. That strategic plan was an important first step for us to better understand the needs of our community and lay the groundwork for what needed to be done. Metamorphosis has now reached its end, but it is more important than ever for us to plan for the future. Our new strategic plan, Momentum, positions us to use the improvements and achievements we have made to carry us into the future for a more green, resilient, connected tomorrow. We are looking to build our team with the kind of inspired, ambitious, and strategic people that are not satisfied with the status quo, are excited by the opportunity in every challenge and are driven by meaningful, measurable results. If you are looking to join an environmentally-focused and socially-conscious community organization, then we are looking for you!

**Your Opportunity**

Reporting to the Coordinator, Facilities & Maintenance, the Department Supervisor, Operations will be responsible for performing a variety of tasks required for the maintenance and cleanliness of Conservation Halton parks. In collaboration with other departments, will support the experiences, programming, events, and recreational activities that CH offers to visitors.

- Responsible for supervision of seasonal/contract staff, leading staff through daily/seasonal tasks, providing training on cleaning procedures, and area checks related to water systems, septic systems, including regular inspections, meter readings, and report submissions.
- Responsible for operation of small/heavy equipment.
- Oversee the cleanliness and inventory of cleaning rooms
- Collect and transport garbage and recyclable material for disposal/processing
- Complete cleaning and disinfection of washrooms, vault toilets, showers, and all other public use areas
- Maintain department equipment by completing daily checks and cleaning after use
- Support with Glen Eden Transit staff and operations; Assist with traffic direction and parking onsite
- Move supplies, picnic tables and equipment as required
- Support with setup, takedown and operation of seasonal/special events and functions
- Respond to guest inquiries by sharing knowledge of CH policies and offerings

**Your Qualifications**
• 3 years’ experience in a janitorial maintenance role, or related work experience in busy recreation/education facilities or parks (not limited to event venues)
• Minimum Grade 12 diploma required
• 1-2 years supervisory experience
• Ability to operate small/heavy/landscape equipment is required
• A valid Ontario Drivers Licence, minimum Class “G”, with a satisfactory Driver’s Abstract is required
• Strong communication skills, ability to provide direction to staff
• Strong problem solving skills, ability to make decisions and action accordingly
• Strong customer service mindset
• Demonstrated ability to work in a team environment, providing support to other Conservation Halton departments
• Ability to work in a variety of outdoor conditions
• Able to lift up to 60 pounds, stand, and walk for long periods of time
• Certificate in operations of small water drinking systems preferred. (If not previously obtained, opportunity to complete training provided by CH)

Your Reward

• Starting at $19.50 per hour
• You will work in an inspiring setting with views of the Niagara Escarpment
• You will work with a creative, talented and solutions-focused team
• You will work for an organization that provides flexible work arrangements and places tremendous value on professional development and wellness of its employees
• Free access to Conservation Ontario parks
• Season passes and lift tickets for the Glen Eden ski and snowboard area
• Discounts on Conservation Halton services, food and merchandise

Our Core Values

Diversity and Inclusion - We endeavor to understand, accept and appreciate the value of our differences and encourage authenticity.
Learning and Innovation - We embrace the need for continuous improvement, the opportunity to learn from others and the benefits of sharing knowledge.
Person-Centered Service - We make people a priority through customer-centred engagement, predictive problem-solving and high-quality service.
Collaboration - We seek out and trust in the skills, expertise and experience of others in order to achieve our common ambition.
Sustainability - We consider the environmental impact of everything we do and always keep future generations in mind when making decisions.
Integrity - We make decisions with accountability, transparency and a strong sense of personal responsibility for our choices and actions.
Resilience - We are positive and proud of our ability to quickly and effectively respond to change.

To Apply

Please email your application to careers@hrca.on.ca by August 21, 2022

Your application should include:
1. Your resume and cover letter in one pdf document
2. Reference your name and the position title in the subject line
3. In the body of your email, please indicate where you heard about this opportunity
We thank all applicants for their interest however only those selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, Conservation Halton will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities.

Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.