

HASTINGS

Centre Hastings

COUNTY

**Employment Opportunity
Permanent Full Time
Parks, Recreation and Facilities Supervisor**

Wage Range: \$38.15 - \$43.60 per hour

The **Municipality of Centre Hastings** is located in the heart of Hastings County, mid-way between the cities of Toronto and Ottawa, and directly north of the City of Belleville at the intersection of Provincial Highway's 7 and 62. Employment with the Municipality of Centre Hastings offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career. Due to an upcoming retirement, we are seeking a Parks, Recreation and Facilities Supervisor to join the team. **Come work with us!**

Position:

Under the guidance of the Director of Public Works, the Parks, Recreation and Facilities Supervisor is responsible for overseeing the day-to day operations and aspects of indoor and outdoor recreation facilities in the Municipality including municipal buildings, arena, sports field(s), trails, parks, and open spaces. This position includes ensuring facilities and recreational spaces are operated in a safe efficient manner, monitoring the performance of staff, providing direction on proper use of equipment and safety procedures at various municipally owned, operated sites or facilities.

Education and Experience:

- A degree or diploma in a recreation and/or facilities management or related field is required
- Minimum of three (3) years' experience in a municipal parks, recreation and facility environment, including supervisory experience
- Experience working with fiscal resources in accordance with approved operating and capital budgets and making recommendations on operational and capital needs
- Possess "B" Certificate in Refrigeration, or willingness to obtain Refrigeration certification "B" license (CIT – Certified Ice Technician)
- Possess strong knowledge of basic refrigeration, ice making and maintenance
- Possess propane handling certificate.
- Thorough working knowledge of parks and facilities operations, the Occupational Health & Safety Act, and other applicable parks, facilities and safety-related legislation, regulations, and guidelines.
- Strong leadership and analytical, problem solving and conflict resolution skills.
- Excellent interpersonal, project/time management, communication, presentation, and public/media relations skills.
- Valid Ontario G class drivers' license (current Driver Abstract is required to be submitted with resume)
- Demonstrated computer skills in Microsoft Office and other software (Word, Excel, PowerPoint, Outlook, Internet Explorer, Booking Software, SharePoint)
- Knowledge of building operating systems, refrigeration systems and basic electrical, plumbing and mechanical experience is required

The pay rate for this existing position is Salary Rate 2024: **\$38.15 – \$43.60 per hour** (\$79,352 – \$90,688 annually) based on a 40-hour work week together with competitive and attractive benefit package and enrollment in the Ontario Municipal Employees Retirement System (OMERS) Pension Plan. This position may require flexible work hours including early mornings, evenings, weekends, and Statutory holidays.

For a full detailed job description, please visit the Municipality's website at www.centrehastings.com.

Qualified candidates are invited to submit a cover letter and resume in confidence by 3 p.m. on July 18, 2024, quoting "Parks, Recreation and Facilities Supervisor" to the attention of:

Kevin Hart, C.E.T., CRS-S
Director of Public Works
Municipality of Centre Hastings
7 Furnace Street
P.O. Box 900 Madoc, ON K0K 2K0
or email: khart@centrehastings.com

The Municipality of Centre Hastings is committed to providing accommodation for persons with disabilities. Please let us know if you require accommodation. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information and any supporting material are obtained and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection.



MUNICIPALITY OF CENTRE HASTINGS

JOB DESCRIPTION

May 2024

JOB TITLE:	Parks, Recreation and Facilities Supervisor
DEPARTMENT:	Public Works
DIVISION:	Parks, Recreation and Facilities
DIRECTLY RESPONSIBLE TO:	Director of Public Works
INDIRECTLY RESPONSIBLE TO:	CAO/Clerk

MAIN PURPOSE:

Under the guidance of the Director of Public Works, the Parks, Recreation and Facilities Supervisor is responsible for overseeing the day-to day operations and aspects of indoor and outdoor recreation facilities in the Municipality including municipal buildings, arena, sports field(s), trails, parks, and open spaces. This position includes ensuring facilities and recreational spaces are operated in a safe efficient manner, monitoring the performance of staff, providing direction on proper use of equipment and safety procedures at various municipally owned, operated sites or facilities.

KEY RESPONSIBILITIES:

- Responsible for the supervision of parks, recreation, and facilities staff; determine workload requirements and coordinates staff schedules and equipment resources; check and submit staff time sheets. Receives, verifies, codes, and authorizes the payment of invoices.
- Trains, and evaluates employees reporting to the Supervisor in accordance with Municipal policies, best human resource practices and provisions of the employee

policy. Foster a positive working environment by clarifying goals, treating employees with respect, and building the commitment of individuals.

- Ensures the proper maintenance and operation of all Municipal facilities and buildings. Ensures assigned facilities comply with fire and safety standards, guidelines, and by-laws, taking necessary action to resolve non-compliance.
- Oversees all operations of the Madoc and District Recreation Centre including all bookings.
- Utilizes electronic booking software for all bookings
- As delegated, drafts and/or recommends policies and procedures related to efficient facility operation standards.
- Provides operational training to Parks, Recreation and Facilities staff, including proper work procedures and use of a wide range of equipment; ensures that all staff have been properly trained with regards to health and safety as it relates to their jobs, including the proper and consistent use and maintenance of the required personal protective equipment.
- Ensures that all building, fleet and equipment maintenance and repair(s) related to Parks, Recreation and Facilities is carried out in a thorough and cost-effective and timely manner.
- Investigates and responds to inquires and complaints from and/or liaises with the general public, internal division/departments, other government/agencies, elected officials and contractors for ongoing projects and projects management.
- Assists in the establishment of departmental goals, objectives, plans, policies, and budgets; recommend budgetary items related to parks, recreation, and facilities requirements; assists to track and ensure compliance to the budgets and expenditures thereof. Oversee allocation of fiscal resources in accordance with approved operating and capital budgets, and make recommendations to the Director for operational and capital needs.
- Preparing reports/recommendations to Council/Committee, as required.
- Maintains effective and co-operative liaison, and exchanges information, with other staff, municipalities, government agencies, other organizations, members of the public, etc.; deals withal contracts in a courteous, friendly, and efficient manner to always promote a high standard of public relation.

- Oversees and maintains building maintenance records; tracks inventories of supplies for the maintenance of buildings and parks.
- Attend and participate in facility and maintenance staff meetings and related activities; attend and participate in workshops, conferences, and classes to increase professional knowledge.
- Available to respond after hours for emergencies and meetings.
- Oversee and/or perform inspections of all municipal park equipment, structures and playgrounds as per legislative requirements
- Oversees and/or performs cemetery related duties such as; grave layouts, excavations, and cemetery maintenance operations.
- Oversees and/or performs pool facility maintenance and splash pad maintenance in cooperation with Environmental Services division.
- Co-ordinates property standards maintenance as directed.
- Liaise with the Community Development Services Manager to provide facility management for recreational programming requirements.
- Availability to attend evening and/or weekend meetings or other events; and to respond to emergencies as required.
- Perform other related duties and responsibilities as required.

EDUCATION/EXPERIENCE/SKILLS TRAINING:

- A degree or diploma in a recreation and/or facilities management or related field is required
- Minimum of three (3) years' experience in a municipal parks, recreation and facility environment, including supervisory experience
- Experience working with fiscal resources in accordance with approved operating and capital budgets and making recommendations on operational and capital needs
- Basic Refrigeration Certificate or Certified Ice Technician designation.
- Knowledge of building operating systems, refrigeration systems and basic electrical, plumbing and mechanical experience is required

- Thorough working knowledge of parks and facilities operations, the Occupational Health & Safety Act, and other applicable parks, facilities and safety-related legislation, regulations, and guidelines.
- Computer literacy utilizing MS Office including Office, Excel, Outlook, Sharepoint and the Internet, as well as electronic booking software
- Excellent interpersonal, project/time management, analytical, communication, presentation, public/media relations, problem-solving, negotiations, and staff leadership and supervisory skills.
- Ability to conduct on-the-job training, provide instruction, leadership, and work direction to staff.
- Strong leadership, analytical, problem solving and conflict resolution skills.
- Excellent public relations skills and ability to effectively deal with the public.
- Valid Ontario G class drivers' license

WORKING RELATIONSHIPS:

Internal: Other Departmental Staff, Director of Public Works

External: Members of the Public, Contractors etc.

WORKING CONDITIONS:

Exposure to extreme cold, heat, noise, working outdoors, vibration, confining workspace, chemicals, mechanical, and electrical hazards. Ability to travel to different sites. Work flexible working hours are required including day, evening, and weekend shifts. Carrying Municipal issued cell phone and being available and responding to emergency calls including matters that occur after hours and weekends.