MUNICIPALITY OF NORTH MIDDLESEX

MANAGER, RECREATION AND FACILITIES

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>Community Services (Recreation)</th>
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<tbody>
<tr>
<td>REPORTS TO:</td>
<td>Director of Economic Development and Community Services</td>
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<tr>
<td>HOURS OF WORK:</td>
<td>40 hours/week</td>
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<tr>
<td>POSITIONS SUPERVISED:</td>
<td>Facility Operators, Custodian, Seasonal Employees</td>
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POSITION SUMMARY

Reporting to the Director of Economic Development and Community Services, the Manager, Recreation and Facilities is a working supervisor and is responsible for the direct supervision, scheduling and training of the Recreation staff. This position acts as liaison between the Director of Economic Development and Community Services, and user groups. Assists the Director in development and implementation of departmental capital and operating budgets.

OVERALL SCOPE OF POSITION AND CONTROL OF CORPORATE RESOURCES

Scope of Position

Accountable, with departmental authority and responsibility for all full time and part time recreation attendants providing maintenance and housekeeping that occurs in the facilities, and park and open spaces, within policy direction, corporate guidelines and policies that direct the provision of risk management, maintenance management, liability controls and due diligence requirements.

CONTROL OF CORPORATE RESOURCES

People (Human Resources)

- Reports to the Director of Economic Development and Community Services and works with the Senior Management Team to collectively implement the Municipality’s vision and strategic direction.
- This position deals with both community members and leaders; plays a key role in representing the community’s interests and plays the role of protecting them. Community leaders are most often the face of the organization, having to fulfil a vast range of roles. It is imperative that this person is eager to learn and adaptable, honest and trustworthy, with the ability to keep a level head and be diplomatic. Further traits complementing their leadership role are: dedication, service (involving oneself), forward-thinking, and motivating.
Directly supervises the Recreation Department Staff, providing day to day overseeing, scheduling and assistance with the training of full time and part time parks, arena and open space attendants.

Co-operates in maintaining an open, problem solving climate throughout the Facilities and Parks/Recreation group (the whole department); a climate that makes best use of collaborative efforts by everyone.

The incumbent is responsible for a large team of front line employees, therefore, having a keen sense for health and safety and emergency management is mandatory.

Finance

Assists the Director with the preparation of the operational and capital budget for the Community Services Department (Recreation) by providing projects lists and costs based on operational needs.

Regularly monitors expenditures in relevant budget areas, making adjustments in spending as needed to comply with budget targets; finding new efficiencies in operations.

Assists in the development of annual rates and fees for facilities, sports fields, etc.

Asset Management: with the advent of the Province’s Asset Management Regulation 588/17, all municipal managers are considered active stewards of asset management. The incumbent will be responsible for managing an asset management portfolio of over 30 Million (parks/facilities).

In coordination with the Director, develop, recommend and implement a capital forecast and replacement schedule.

In coordination with the Director, identify grants and sources of funding, including partnerships pertaining to Community Services Division (Recreation) and other construction and development projects, prepare proposals for approval and administer approved funding.

Manage the purchase of required supplies, equipment and contracted services including preparing requisitions and/or purchasing within budget.

Manage and coordinate the professional services that are purchased by the Recreation Department including independent contractors and facility service providers.

PRINCIPAL DUTIES

Responsible for the day-to-day supervision and maintenance of all Parks and Open Space areas including, Sport Fields, Playgrounds, Building Grounds and municipal cemeteries.
• Implement and monitor preventative and ongoing maintenance programs for recreational facilities, providing the Senior Management Team guidance with regard to contingency plans for all facilities.
• May act as the Director’s representative regarding recreation and leisure matters and assists in planning, development and implementation of Community Services initiatives pertaining to Parks, Recreation and Cemeteries.
• Advise and assist the Director of Economic Development and Community Services in long range and strategic planning, and preparation of processes, policies and procedures.
• Co-ordinate, supervise and schedule staff, ensuring time cards, reports, work orders and records are completed and accurate.
• Perform regular site inspections of facilities, buildings and parks to evaluate quality and scope of work being performed by staff and take action necessary to ensure standards are maintained, and work is completed and ensure risk and liability issues are being addressed.
• Ensure inspection and completion of accurate records for refrigeration plants, boilers and HVAC systems.
• Handles scheduling and booking of buildings, grounds and facilities under the recreation jurisdiction and ensures proper documentation is in place.
• Respond to enquiries and/or resolve concerns related to the Parks and Recreation Division from building and facility users, general public, community groups, Members of Council and staff.
• Liaises with internal stakeholders such as Municipal Staff, Library, YMCA and tenants to ensure grounds/facilities are properly maintained.
• Acts as the alternate Community Emergency Management Co-ordinator; responsible for creation and maintenance of public reception centres, as necessary.
• Ensure adherence to legislative requirements such as the Building Code, the Fire Code, the Municipal Act, Ontarians with Disabilities Act, the Occupational Health and Safety Act and relevant legislation governing and/or pertinent to service delivery.
• Act as Operator in Charge during unscheduled absences.
• Other duties as assigned.

Department Leadership

• Train staff on the use of safe and proper working procedures and practices, proper care and maintenance of tools and equipment.
• Develop and implement customer service strategies to maintain a high level of customer satisfaction.
• Serves as a resource to the Departmental Director in making management decisions; by monitoring the performance of staff, recommending changes to policies and procedures.
• Ensure proper and effective staffing through recruitment and selection, learning and development processes, as well as provide direct supervision mentoring, coaching and development of staff.
• Performs regular performance reviews including the establishment and maintenance of work plans. Engage in ongoing feedback with regard to staff goals, objectives and performance and support staff development and training activities.
• Develops an operational strategy for the next operating season in-line with the Strategic Plan.
• Work in compliance with, and ensure staff is knowledgeable of and in compliance with the Occupational Health and Safety Act, WHMIS, applicable legislation regulation, statutes, departmental policies/procedures/practices, operational guidelines, and perform safe work practices.

MINIMUM QUALIFICATIONS

CONDITIONS OF EMPLOYMENT

Education:

• Post-secondary college diploma (2 year program) in Recreation and Leisure Services, Landscape and Design, Parks Management, Horticulture Technician or a related field of study
• Knowledge and exposure to Project Management and Contract Administration (Project Management Professional Designation PMP considered an asset)
• A thorough working knowledge of building and facility construction, building maintenance, including electrical, plumbing, HVAC and refrigeration
• Certified Ice Technician (CIT) - ORFA (or willingness to complete in first year)
• Occupational Health and Safety Certification, Level I and II
• Standard First Aid and CPR/AED
• Keystone
• Minimum of a valid Ontario class G Driver's license

Experience:

• 3-5 years progressive experience in Park Operations or related field including supervisory, maintenance and repair experience.
• Public Relations experience when dealing with the public and/or contractors
• Experience developing and managing budgets
• Asset Management – working knowledge of the Province’s Asset Management Regulation 588/17 will be considered an asset.
• Strong technical knowledge within Park Operations including Sport Fields, Playgrounds, Trails and Building Grounds
• Knowledge of all legislative requirements found in Park Operations
• Strong leadership, organizational, interpersonal relations, oral and written communication skills
• Ability to work with elected and non-elected officials and staff at various levels
• Excellent word processing, presentation and spreadsheet skills required and Keystone (preferred)
• Have sound judgement and ability to competently represent the Municipality as a professional.

CONDITIONS OF EMPLOYMENT

This position requires both time spent in office as well as time spent out of the office. Time spent in the office for attending meetings and performing core functions, and time spent out of the office, attending project specific site meetings, meeting with residents, consultants/contractors, preparing/coordinating and directing field operational staff in accordance with best industry practices and applicable laws, legislation and regulation. Frequent meetings with internal/external municipal staff as well as clients, customer, and stakeholders required. Interactions are generally courteous and collaborative. Normal hours of work are 40 hours per week, Monday to Friday. Some alternating evening and/or weekend work may be required. This position requires the individual to be available after hours in the event of an emergency.

The Municipality of North Middlesex is an Equal Opportunity Employer. Accommodations will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of candidate selection.