

PENDING REVIEW**POSITION DESCRIPTION**

Position:	Supervisor, Facilities and Parks Community Services Department	Type:	Non-union
Incumbents:			
Reports To:	Director of Community Services or designate(s)		
Date:	May 2018	Next Review Date:	
Positions Supervised:	Community Services Operators – 4 Full time, 1 Seasonal, 2 Part time Casuals, 2 Students, Volunteers		

PART I - DESCRIPTION OF JOB REQUIREMENTS**General Accountabilities**

The Supervisor, Facilities and Parks provides supervision to the maintenance and operation of all municipal recreation facilities, parks and cemeteries within the Township of Minden Hills. This includes developing, managing, training and scheduling of work with staff and equipment adhering to the Collective Agreement (CUPE), and the coordination of contractors and user groups.

Assists the Director of Community Services or designate(s) in the management of the facilities including arenas/community centres, parks including trails, sports fields, fairgrounds, skateboard facilities, beaches, boat launches and cemeteries, maintenance programs and capital projects.

Specific Accountabilities

The following responsibilities are not listed in order of priority:

Maintenance & Operations

1. Day-to-day supervision and inspections of all Arena, Community Centres, Parks and Cemetery facilities and properties to evaluate quality and scope of work being performed by staff and ensure standards are maintained and work is being completed.
2. Monitor safe working conditions including winter control of sidewalks and parking lots.
3. Plan and implement structural and mechanical preventative maintenance, energy management and conservation, asset management programs and procedures for all facilities, parks, cemeteries and equipment.

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4. Assist with the drafting, review and implementation of policies and standard operating procedures related to Facilities, Parks and Cemeteries.
5. Maintain Health and Safety programs and implement best practices for risk management and perform workplace inspections and tailgate safety talks.
6. Assists with facilitating community development initiatives with user groups and organizations as they relate to recreation facilities, parks and cemeteries including Community Centres.
7. Reports and responds to inquiries and/or resolves concerns related to facilities, parks and cemeteries from building facility users, general public, community groups, Members of Council and staff as directed by the Director of Community Services or designate(s).
8. First contact person for facilities, parks and cemetery staff for all emergency situations involving municipal recreation facilities, parks and cemeteries.
9. Assist with marketing and promotional initiatives within facilities and parks identified by the Director.
10. Assists with management of statistical information and all data collection including development and implementation of user fees pertaining to facilities, parks and cemeteries as per by-law.
11. Orders and reports stock requirements to the Director of Community Services or designate(s).
12. Purchases materials and supplies according to needs, budget limitations and the Municipality's purchasing policy and approved budget.
13. Responsible for coding of all accounts payable invoices related to supplies purchases, maintenance, repairs and projects adhering to approved budget and municipal policies.
14. Assumes basic responsibility of the community services operations in the absence of the Director of Community Services or designate(s).
15. Ensures that the security of the facilities and properties is properly achieved upon closing, if required.

Staffing

16. Supervise, train, evaluate and manage all Recreation Facilities, Parks and Cemetery staff and outside contractors as required, safely and in accordance with all policies, procedures, by-laws, Ministry guidelines, regulations and legislation.

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17. Development of staff schedules and work assignments in relation to facility scheduling, daily, weekly, monthly and seasonal needs.
18. Assist in the hiring, evaluation and discipline of staff.
19. Provides regular and constructive feedback to staff on performance, recognizes achievements and provides individualized support.
20. Manages, motivates and mentors staff cultivating innovation, creativity and build a highly effective positive team environment while delivering the standards or work quality and organizational performance.

Communication

21. Responds to public inquiries by providing verbal and written information or referring them to the Director of Community Services or designate(s) as required.
22. Communicates information between the Director of Community Services or designate(s) and Staff.
23. Provides technical and operational information to the Director of Community Services or designate(s).
24. Provides information in the preparation of operating and capital budget estimates as requested.
25. Assists in the preparation of the monthly activity and project progress reports.

Policy Compliance

26. Ensures compliance with Township and legislated policies, practices and procedures.
27. Complies with all Municipal and Provincial health and safety legislation, regulations, policies and procedures, and must wear all safety apparel as required.
28. Attends necessary and/or approved educational workshops, seminars or webinars including the renewal of annual licencing as required.
29. Completes logbooks as required.

Other

30. Performs other duties as assigned.

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.

PART II - The following section headings will help describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job:

Technical Skills/Experience

1. A minimum of five (5) years' of relevant progressive experience in a Municipal facilities, parks and cemeteries is required, including a minimum of three (3) years' supervisory experience in a unionized environment is preferred.
2. Experience must include operation of all of the following: ice resurfacers, backhoe, single axle truck and trailering equipment as well as a thorough knowledge of equipment, vehicles and materials used in Municipal facilities, parks and cemeteries and maintenance procedures is required.
3. A good understanding of all policies, procedures, by-laws, Ministry guidelines, regulations and legislation related to the operation of facilities, parks and cemeteries and equipment, and maintenance is required.
4. Communication, interpersonal and customer service skills to address requests, complaints, and exchange and clarify information and ability to maintain discretion and tact at all times.
5. A good understanding and experience with word processing (MS Word), spreadsheets (MS Excel) and Outlook (Email) is required.
6. Familiarity with Facility Scheduling, Radio Communications/Global Positioning System (GPS) and Cemetery software is preferred.
7. Strong planning/time management and organizational skills is required.
8. Ability to work independently with minimal supervision.
9. The incumbent must provide a criminal check on an annual basis.
10. Ability to maintain confidentiality where mandated or required.

Education/Licences

1. Post-secondary education in related fields such as Recreation, Facilities and Parks is preferred.

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2. Possession of, or ability to obtain facility management and administration certificates through Parks Recreation Ontario, Ontario Parks Association and/or Ontario Recreation Facilities Association, specifically Certified Ice Technician (CIT), Certified Grounds Technician (CGT), Certified Building Technician (CBT) and Cemetery Operations and Management or professional designations is required.
3. Valid standard First Aid & CPR/AED certification is required.
4. Other Certificates and Training required:
 - Chainsaw Safety and Operation - required
 - Traffic Control - required
 - Working at Heights – required
 - Propane Safety and Handling – required
 - Smart Serve – required
5. Other Certificates and Training preferred:
 - Plumbing, electrical, mechanical and HVAC – preferred
 - Playground Inspector – preferred
 - Turf Management – preferred
 - Horticulture, arboriculture and turf management - preferred
 - WHMIS – preferred
6. Continued education and training is a mandatory requirement for this position to maintain required licencing.
7. Possession of and ability to keep a valid “D” Driver’s Licence is required.

Working Conditions

1. Office work requiring periods of sitting, typing and use of office equipment. Interruptions are common. The individual does have the ability to move freely as required to reduce fatigue.
2. Requires a need for attention to detail and accuracy.
3. Light to heavy physical demands related to manual labourer in maintenance of facilities, parks, cemeteries and equipment repairs.
4. Regular exposure to dirt, dust, oil, grease, noise, vibration, weather conditions, hazardous materials and chemicals.
5. Availability to perform patrols of the facilities, parks and cemeteries and work on-call and in emergency situations as required.
6. Availability to work occasional overtime and respond to after-hours emergencies as required.

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- 7. Occasional exposure to severe weather conditions and urgent equipment issues. Frequent exposure to deadlines, interruptions and setting urgent priorities.
- 8. Deals with difficult customers occasionally.

Signatures

Date:

Incumbent

Manager