



HELP WANTED FULL TIME FACILITY SUPERVISOR & PARKS OPERATOR

The Municipality of South Bruce is seeking a Full Time Facility Supervisor & Parks Operator. Will provide operational maintenance and custodial services to the Municipality's recreation facilities, including the arenas, pools, ball diamonds and parks. Provides group leadership on the job to a group of full-time, part-time and seasonal staff of attendants and canteen operators, on which the Municipality depends to fulfill its facility's supervision responsibility. Will interact with the public to ensure that a safe, healthy and enjoyable environment is maintained.

Full Time Facility Supervisor & Parks Operator is expected to work an average of 2,288 Hours per year. This position will work irregular shifts which will include days, evenings, weekends and possibly statutory holidays. Wage Range: \$62,366-\$74,246 plus OMERS pension and benefits

Education & Recommended Qualifications:

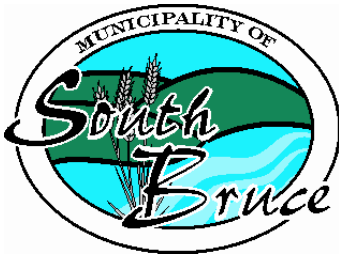
- Certified Ice Technician (CIT) certificate is required.
- Certified Pool Operator Certification is an asset
- Certified Playground Inspector is an asset
- Minimum of three (3) years' experience in a parks and recreation environment, including ice making and resurfacing.
- Demonstrated experience performing semi-skilled maintenance and repairs including electrical, plumbing and carpentry, painting, drywall, flooring, and window repairs.
- Propane Handling Certification is an asset.
- Excellent interpersonal, project/time management, communication, and problem-solving skills.
- Ability and experience with various types of equipment, including ice resurfacer, ice edger, grass cutters/mower, weed trimmers, ball diamond groomers, floor scrubbers, small tools, drills, skill saws, grinders, rental equipment, etc.
- A valid "G" license is required and may be required to use personal vehicle for employment related duties.

Full Job description is available at: www.southbruce.ca/careers

Interested candidates are invited to apply by submitting their resume with covering letter **by 12:00 noon on Wednesday, July 6th, 2022** to:

Rhonda Niesen, HR Assitant
Municipality of South Bruce
21 Gordon St E
PO Box 540
Teeswater, Ontario N0G 2S0

Resumes may also be forwarded to rniesen@southbruce.ca in either Word or Adobe format.



POSITION DESCRIPTION

POSITION TITLE:	Facility Supervisor and Parks Operator	
DEPARTMENT:	Recreation and Facilities	SALARY GROUP: 6
SECTION:	Facilities	
REPORTS TO:	Manager of Recreation and Facilities	
SUPERVISES:	Arena Operators – Full Time – Part Time – Casual	

POSITION SUMMARY:

Under the general supervision of the Recreation and Facilities Manager, provides operational maintenance services to the Municipality's recreation facilities, including the arenas, pools, ball diamonds and parks. Provides group leadership on the job to a group of full-time, part-time and seasonal staff of attendants and canteen operators, on which the Municipality depends to fulfill its facility's supervision responsibility.

MAJOR TASKS AND RESPONSIBILITIES:

1. Must be available to work days, evenings, weekends, some holidays and special events.
2. Responsible for the opening and closing of the facility; performing visual inspections of the building interior and exterior for health and safety concerns/hazards; weekly checks of air quality readings, recording findings and actions in a daily logbook.
3. Ensures that the facilities and parks are maintained in a safe, clean, and attractive condition. Undertakes minor maintenance projects in the facilities and parks, including but not limited to cleaning floors, washrooms, windows, snow removal, ground maintenance, weed control, garbage removal, painting, and general repairs of equipment.
4. Ensures that equipment and machinery, especially refrigeration equipment, are working properly and performs regular maintenance and repairs to equipment, within capability, or recommends the use of appropriate trade persons. Completes all inspection forms and logbooks for pertinent information (i.e. compressor readings and maintenance).
5. Responsible for the preparation of the master schedule for the facility to prevent double bookings and encourages maximum use/rentals of the entire facility. Makes up bills from prior day's rentals, collects rental fees, bar receipts, count and reconciles cash and turns it over to the Administration Office, weekly or as directed.

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6. Maintains effective and co-operative liaison and exchanges information with other staff, municipalities, government agencies, other organizations, member of the public, etc. Deals with all contacts in a courteous, friendly, and efficient manner to promote a high standard of customer service and public relations at all times.
 7. Maintains security and control of the facilities during all rentals and events. Completes an incident report for any incidents that occur at the facility or parks.
 8. Provides leadership and guidance to all staff - encourages teamwork.
 9. Recommends purchases for supplies/maintenance over \$500.00 to the Recreation and Facilities Manager and upon approval, orders products. Arrange for suppliers to make deliveries.
 10. Maintains skills at a high level by taking appropriate technical, mechanical, and administrative training through the Ontario Recreation Facility Association (ORFA), or other applicable programs.
 11. Maintains the ice surface, including flooding, shaving, edging, performing ice depth checks and regulating the building temperature. Maintains the ice resurfacing machine, including blade changes.
 12. Makes recommendations to the Recreation and Facilities Manager on future improvements to the operation of the facility and equipment.
 13. Assists with seasonal pool opening and closing and aids with maintenance on an as needed basis.
 14. Responsible for ball diamond, parks, and tennis court maintenance, including grassing cutting, diamond dragging and cleaning of public washrooms.
 15. Supervises and oversee all renters, lessees, and users of the facility, or appoints another staff member in their absence.
 16. Supervise bartenders or ensures a head bartender is available to supervise an event or function. Bartenders are to have tables in the hall cleared and wiped at the end of a function. Bartenders shall be paid by the renter and appointed by the Facility Supervisor and Parks Operator.
 17. Makes recommendations to the Recreation and Facilities Manager for new program ideas designed to increase revenues and makes recommendations that may decrease expenditures for the facilities.
 18. In conjunction with the Recreation and Facilities Manager, establishes and maintains safety and security procedures for the facility, equipment, and surrounding grounds. Reports any abuse of the facility to the Recreation and Facilities Manager.
 19. Perform all other duties as assigned.

EDUCATION: Minimum Secondary School Graduation Diploma together with demonstrated experience and proficiency in the operation of equipment.

QUALIFICATIONS/EXPERIENCE:

1. Certified Ice Technician (CIT) certificate is required.
2. Certified Pool Operator Certification is an asset
3. Certified Playground Inspector is an asset
4. Minimum of three (3) years' experience in a parks and recreation environment, including ice making and resurfacing.
5. Demonstrated experience performing semi-skilled maintenance and repairs including electrical, plumbing and carpentry, painting, drywall, flooring, and window repairs.
6. Propane Handling Certification is an asset.
7. Excellent interpersonal, project/time management, communication, and problem-solving skills.
8. Ability and experience with various types of equipment, including ice resurfer, ice edger, grass cutters/mower, weed trimmers, ball diamond groomers, floor scrubbers, small tools, drills, skill saws, grinders, rental equipment, etc.
9. Knowledge of health and safety practices, including WHMIS and current standard first aid and CPR certificate.
10. Ability to keep current with new regulations and legislation pertaining to Parks and Facilities.
11. Ability to interact effectively and courteously with all levels of staff and contactors in a Customer Service focused environment; build cooperative, collaborative working relationships with internal and external customers.
12. Knowledge of basic computer functions.
13. A valid "G" license is required and may be required to use personal vehicle for employment related duties.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Must be physically capable of performing all work, including lifting, pushing, and pulling heavy objects, working with various chemicals, and working in confined spaces.
- Work in all types of weather, times, and environmental conditions
- Required to operate/drive equipment for long periods of time.
- Shift work and overtime required.
- Personal Protective Equipment (PPE) must be always worn.

CONDITIONS OF EMPLOYMENT: Due to the demand responsive nature of the facility operation, it is assumed staff will work irregular hours. The Facility Supervisor is expected to work an average of 2288 Hours per year. The majority of the hours will be worked during evenings and weekends. Over time (approved ahead of time by the Manager of Recreation and Facilities) will be banked and taken as lieu time either during the off season or upon a mutually agreed time between the Facility Supervisor and the Manager of Recreation and Facilities. Incumbent must be able to work independently.

PREPARED BY: CL

APPROVED BY: SC

EFFECTIVE DATE: June, 2022

Updated: June 2022