



Facility Supervisor and Parks Operator position

The Municipality of South Bruce is seeking a Full Time Facility Supervisor and Parks Operator Position to perform operational maintenance services to the Municipality's recreation facilities, including the arena, pool, ball diamonds and parks. Provides group leadership on the job to part-time and seasonal staff of attendants and canteen operators, on which the Municipality depends to fulfill its facility' supervision responsibility.

Responsibilities include:

- Supervises and coordinates the day-to-day maintenance and repair of buildings, grounds, and associated equipment.
- Oversee contractors and inspection and maintenance of building systems, including mechanical, electrical, plumbing, HVAC, safety, and waste management.
- Prepare master work schedule for staff.
- Prepares and Maintains ice surface.
- Supervises Part time, full time, and seasonal staff.

For a full job description, please visit: www.southbruce.ca

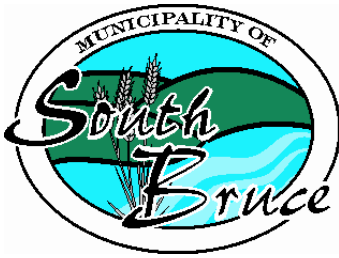
This position offers a salary of \$61,386 - \$73,079 plus a comprehensive benefit package.

Interested candidates are invited to apply by submitting their resume with covering letter and copies of current credentials **by 4:30pm on August 17, 2021** to:

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

Resumes, cover letters and credentials may also be forwarded to rniesen@southbruce.ca

We thank all applicants who apply, however, only those considered for an interview will be acknowledged. Information obtained during this recruitment process is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. In accordance with Accessibility for Ontarians with Disabilities Act, the Municipality is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. If you require accommodation, please indicate in your application to ensure your participation in the recruitment and selection process.



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 – Part time	

POSITION SUMMARY:

Under the general supervision of the Manager of Recreation and Facilities, 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 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. 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.
2. 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.
3. 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 (ie. compressor readings and maintenance).
4. 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 Deputy Treasurer, weekly. Prepares monthly invoices to regular users of the facility.
5. 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.
6. 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.
 7. Provides leadership and guidance to part-time and seasonal staff - encourages teamwork.
 8. Recommends purchases for supplies/maintenance under \$500.00 to the Manager of Recreation and Facilities and upon approval, orders products. Arrange for suppliers to make deliveries.
 9. 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.
 10. 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.
 11. Makes recommendations to the Manager of Recreation and Facilities on future improvements to the operation of the facility and equipment.
 12. Assists with seasonal pool opening and closing and aids with maintenance on an as needed basis.
 13. Responsible for ball diamond, parks, and tennis court maintenance, including grassing cutting, diamond dragging and cleaning of public washrooms.
 14. Supervises and oversee all renters, lessees, and users of the facility, or appoints another staff member in their absence.
 15. 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.
 16. Makes recommendations to the Manager of Recreation and Facilities for new program ideas designed to increase revenues and makes recommendations that may decrease expenditures for the facilities.
 17. In conjunction with the Manager or Recreation and Facilities, establishes and maintains safety and security procedures for the facility, equipment, and surrounding grounds. Reports any abuse of the facility to the Manager of Recreation and Facilities.
 18. Perform 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 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 contacts 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 28, 2021

Updated: June 2021

