



MUNICIPALITY OF

South Bruce

Recreation & Facility Manager

The Municipality of South Bruce is looking for an energetic and experienced Recreation & Facility Manager to join our management team. The Municipality of South Bruce encompasses the Villages of Mildmay, Teeswater, and the Hamlet of Formosa, our community offers a unique blend of small-town charm and rural living, providing an ideal environment for residents and newcomers alike.

Reporting directly to the Chief Administrative Officer, the Facility & Recreation Manager is a key member of the Municipality's management team. The successful candidate will be responsible for overseeing the operations of the Municipality's facilities, including community centers, two outdoor pools, municipally owned buildings, parks, and a variety of recreation programs.

In this role, you will provide strategic guidance in the development and implementation of departmental policies and objectives, ensuring they align with the Municipality's overall goals. You will also demonstrate strong leadership, managing the human, financial, and physical resources of the Facility and Recreation Department to deliver high-quality services and programs to our community. This position requires a hands-on leader who excels at fostering collaboration and driving continuous improvement in facility operations and recreational offerings.

The ideal candidate will bring to the position:

- Minimum three years' experience in a management position with demonstrated skills in preparing and monitoring capital and operational budgets, employee supervision and public relations (equivalent education will be considered in lieu of some of the required experience).
- Strong public relation skills and experience working with a broad range of community groups and organizations and the public.
- Effective interpersonal, oral and written communication, time management, report writing and information technology skills.

Additional assets we will consider are:

- Knowledge and skills in recreation facilities and program management acquired through a Community College diploma program, or Ontario Recreation Facilities Association certification.
- Experience in recreation and parks setting

Qualified applicants are invited to submit a cover letter, resume and references by **12:00 p.m. (Noon) on April 18, 2025:**

Laura Kennedy, HR Assistant
Municipality of South Bruce
21 Gordon St E
PO Box 540
Teeswater, Ontario, N0G 2S0

Applications will be received electronically by emailing the cover letter and resume to: lkennedy@southbruce.ca in either Word or Adobe format.

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. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted about a job opportunity, please advise the Human Resources Assistant of any accommodation needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.



MUNICIPALITY OF
South Bruce

POSITION DESCRIPTION

POSITION TITLE: **Manager of Recreation and Facilities**

DEPARTMENT: Administration

SALARY GROUP: 9

GENERAL SUPERVISOR: Chief Administrative Officer

POSITIONS SUPERVISED: All full-time, part-time and seasonal department staff

POSITION SUMMARY:

Directs all activities of the Recreation and Facilities department according to provincial regulations and municipal policies, maintaining municipal facilities, responding to emergencies, overseeing new construction, directing equipment maintenance, supervising staff, preparing budgets and operating the department within budgetary allocations.

Oversee and directs the operation of the municipality's recreation programs, including the municipal pools, parks, and facilities.

Acts as a resource for the municipality on all recreation and facility issues, with the exception of those facilities under the control of the Public Works and Fire Departments.

PRINCIPAL RESPONSIBILITIES:

- 1) Responsible for the management and delivery of all services of the Recreation and Facilities Department, ensuring that all work is performed according to provincial regulations, municipal standards and policies, safety legislation and related guidelines.
- 2) Prepares the annual operating and capital budgets for the Recreation and Facilities Department, compiling information, advising on the formulation of the budget document, reviewing it with the Treasurer before presentation to council.
- 3) Develops the annual operating budget and long-term capital plans for all municipal facilities under the jurisdiction of the Recreation and Facilities Department. Obtains necessary technical advice from outside agencies, consultants and engineers as appropriate to ensure facilities are upgraded and maintained to an optimal standard.
- 4) Operates the department within the budgetary allocations, reporting to the Chief Administrative Officer and Council on financial operations and all related matters.
- 5) Responsible for overseeing the management of equipment, machinery and vehicles under the care and control of the Recreation and Facilities Department, including preventative maintenance schedules and appropriate record-keeping.
- 6) Oversee the management of municipal parks including maintenance and upkeep of municipal flowerbeds, and Mainstreet planters
- 7) Oversee and supervises all departmental staff by:

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- a) Ensuring that regular maintenance activities are undertaken for all properties under the care and control of the department (All municipal owned facilities with the exception of public works and fire buildings).
 - b) Recruiting qualified staff through the formal municipal hiring process, recommending selection to Chief Administrative Officer and Council.
 - c) Ensuring all staff are adequately oriented and trained.
 - d) Overseeing Facility and Program Supervisors in staff scheduling and providing supervision, both directly and indirectly.
 - e) Providing directions and guidance to staff, ensuring that staff is informed of new processes and procedures as required.
 - f) Reviewing employee performance, dealing with disciplinary issues, proposing salary increases, authorizing termination of part-time and seasonal staff on own authority, reporting to the Chief Administrative Officer and Council.
- 8) Develop new or revise current departmental programs to maximize the use of facilities, formulating policies and procedures and evaluating the success of programs and revising if necessary.
 - 9) Create and supervise the development and operation of recreation programs, services and revenue strategies to meet the recreational and leisure needs of the community and to increase utilization of municipal facilities
 - 10) Collaborate with community groups and members of the public regarding their use of municipality owned facilities and services.
 - 11) Respond in a timely and professional manner to all public and customer inquiries and complaints.
 - 12) Prepare, issue and evaluate Requests for Proposals and tenders and monitor and supervise work undertaken by contractors.
 - 13) In collaboration with the Clerk's Department, negotiate contracts, lease agreements and memoranda of understanding with various users and stakeholders.
 - 14) Maintains liaison with government ministries and agencies, utilities, engineers, contractors, landowners and all others interested in departmental activities.
 - 15) Keeps up to date of technology, systems and methods related to the Department's activities, necessary to ensure maximum service to the municipality.
 - 16) Ensures that all work is performed according to federal and provincial regulations, municipal standards and policies, safety legislation and related guidelines.
 - 17) Participates as a member of the management team, reviewing and providing inputs into proposed policies, programs and systems, preparing strategies for municipal growth, communicating issues with implications beyond the department and working together to solve problems affecting the entire municipality.
 - 18) Provides reports, statistics and other documentation for the Chief Administrative Officer, Council and provincial ministries and agencies as required.
 - 19) Attend regular council meetings to report on departmental activities.
 - 20) Carries out other related duties as assigned.
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Education and Training:

- Post secondary diploma or degree in business management, facility management, recreation, or a related field.
- Ontario Recreation Facilities Association (ORFA) / Parks and Recreation Ontario (PRO) applicable designations and certifications.

Experience, Skills and Knowledge:

- Five (5) years of progressive experience in Parks and Facilities, including two (2) to three (3) years of municipal management experience which includes budgeting, supervision and public relations and exposure to compressors, heating and air conditioning and similar equipment.
- Highly experienced in project management.
- Thorough working knowledge of Windows and Microsoft Office applications, database management, and office equipment. Knowledge and experience working with financial systems.
- Knowledge of applicable legislation including the Employment Standards Act (ESA), Occupational Health and Safety Act (OHSA), Accessibility for Ontarians with Disabilities Act (AODA), Ontario Building Code (OBC), Technical Standards and Safety Authority (TSSA), Canadian Standards Associations (CSA), and applicable provincial, federal regulations.
- A thorough working knowledge of facilities management, including refrigeration systems (arenas), and electrical, plumbing and mechanical operations and maintenance.
- Knowledge of parks management and recreation and cultural program development, design, delivery and evaluation.
- Possess a valid Class G Driver's License.
- Experience working within a public sector environment is considered a strong asset
- Effective oral communication, political acuity and strong interpersonal skills to work with members of the public, staff, council and other levels of government.
- An equivalent combination of education and experience.

This is a full-time position working a 35-hour work week. This position may be required to respond outside of normal working hours as required to meet the demands of the position.

Prepared By: LM
Effective Date: March 2025

Approved By: LM