

POSITION TITLE: Facility Operations Manager
REPORTS TO: Chief Administrative Officer (CAO)

Primary Duties:

1. Responsible for the administration, planning, maintenance and safe operation of all assigned facilities, parks and open spaces of the Town, in accordance with approved policies and procedures of Council.
2. Ensures the preparation of contracts and scheduling all facilities under the direct control and/or operation of the department is complete and acts as a liaison with all facility user organizations.
3. Develops and maintains maintenance and operating schedules of all assigned facilities and is responsible for all seasonal opening/shut-downs of assigned facilities.
4. Recommends, hires, allocates, schedules and supervises all full time and seasonal staff necessary to complete all maintenance and operations of assigned facilities.
5. Evaluates staff performance, disciplines staff, as required, and submits confidential reports concerning employee problems and grievances and approves time sheets, sick leave, leave and holiday requests for assigned staff.
6. Assists in the preparation and presentation of annual operating and capital budgets and operates all assigned facilities within budget in a cost-effective manner.
7. Responds to inquiries and/or resolves complaints from the public, staff and community groups with regard to facility maintenance and operation.
8. Inspects facilities, equipment for safety and reports on and takes all necessary action to correct unsafe conditions.
9. Develops long term facility and park planning needs for the community.
10. Develops and implements preventative and reactive maintenance programs.
11. Acts as a management member of the Town Occupational Health & Safety Committee.
12. Prepares an annual work plan and schedule outlining the manner in which the department will fulfill its mandate and assumes responsibility and accountability for those defined or assigned annual objectives.
13. Assists in the development, implementation, application and review of department policy.
14. Assists in the preparation of grant applications for facilities within the Town.
15. Promotes and maintains effective public relations on behalf of Council.
16. Prepares reports and provides advice or information to Council, Committees and the CAO as required with respect to the department's activities and responsibilities.
17. Performs other duties as required.

SPECIFICATIONS:

Experience & Qualifications

The incumbent will require a diploma in recreation or a related field from a recognized post-secondary institution. Sound organizational and written communication skills and an ability to effectively communicate with the public are necessary. A minimum of two years' experience in a municipal recreation setting is preferred.

- Current certification in Emergency First Aid and CPR.
- Must provide a Child Abuse Registry and Criminal Record check.
- Working knowledge of the systems and equipment involved in assigned facility and park maintenance and operation combined with a thorough knowledge of general administrative and management principles, practices and techniques.
- Must have a valid Saskatchewan Class 5 driver's license.
- Possession of a Western Facility Operator Master Certificate, a Level 1 and 2 Arena Operation Certificate, and Pool Operators Certificate is considered an asset.

Accountability

Reporting to the Chief Administrative Officer, the incumbent will be directly responsible for the supervision of all parks and recreation facility staff which includes hiring, assigning, checking and evaluating work and resolving normal difficulties. This position has the authority to proceed to the written warning stage of the progressive discipline system.

Unique Position Requirements

- The incumbent will be required to exchange information requiring discussion and understanding with members of the general public on a regular basis. Tact and discretion will be required to deal with or settle requests or complaints.
- Average hours of work may exceed eight (8) hours per day or forty (40) hours per calendar week, which may include evenings and weekends. The incumbent may be required to attend regular or special Council or Committee meetings.
- Work is performed primarily in a standard office environment and at indoor and outdoor recreational facilities, often travelling to different locations.
- The incumbent is required to provide use of his/her own personal vehicle.

Assigned Facilities

- Rexentre
- Town operated campground, beach front and water splash/spray park
- Ball diamonds/soccer fields
- Tennis courts
- Playgrounds
- Track
- Cemetery
- Other facilities and structures at the discretion of Council/Administration

Computer software and equipment use:

The incumbent must be familiar with working in a computerized environment and have a working knowledge of Microsoft Office applications.

Incumbent

Chief Administrative Officer

Date

APPROVED: September 2017

REVISED: December 2020