

Town of South Bruce Peninsula

Facilities Supervisor

Position Description

Reports to: Director of Parks, Recreation & Culture Status: Full time
Last Revised: September 24, 2024, Hours: 40 per week

Summary of Duties

The Facilities Supervisor oversees the repair and maintenance of Town-owned and operated facilities (arena, libraries, halls, parks, pool, campground, etc.) to standards of repair and attractiveness that are expected in the Town. He/she/they ensures that the defined facilities are ready for use, meet user needs, and comply with public health, fire and safety regulations.

Responsible to oversee all water sampling for drinking water at all municipally owned recreation facilities excluding those on municipal water systems.

Facilitates recreation facility usage and programs through cooperative ventures with associations such as minor ball, tennis, etc.

Manages seven permanent and up to 35 seasonal staff across multiple facilities.

Qualifications

1. Secondary school graduation plus additional coursework or certificates (usually ORFA programs) or equivalent education and experience would be preferred
2. Team management skills and the ability to lead and train staff effectively.
3. A minimum of five years directly related experience, typically in a municipal parks and recreation department or similar setting would be an asset
4. Ontario Recreation Facilities Association (ORFA) professional designations including Certified Ice Technician (CIT), Certified Aquatic Technician (CAT), Certified Arena Refrigeration Plant Technician (CARPT), and Certified Grounds Technician (CGT) are assets
5. Class B Refrigeration License (TSSA) is an asset
6. Good organization, public relations, and communication skills, hospitality training
7. Certified Occupational Health and Safety representative would be an asset OHS
8. Understanding of recreation, tourism, special events, and environmental management
9. Class G driver's license with good driving record

Major Responsibilities

Coordination and Supervision of Facilities

1. Plans and organizes work priorities to submit to the Director of Parks, Recreation and Culture to coincide with regular, ongoing and special events that take place in the facilities; includes repairs and supplies to fire halls, washrooms and all other facilities.
2. Supervises caretaking and maintenance activities according to pre-planned schedules, as well as the particular requirements of the four seasons.
3. Works with various groups in order to ensure that the scheduled use of facilities (e.g. ice schedule, ball schedule) is accomplished in an effective and efficient manner.
4. Assist with the care and handling of Warton Willie
5. Recruits and oversees the management of summer students where required.
6. Assists in the compliance with legislative requirements regarding Emergency Management.
7. Functions as alternate Community Emergency Management Coordinator
8. Liaises with Emergency Management Ontario as required.
9. Coordinates with the Ministry of Natural Resources and other interest groups in order to protect areas and species throughout the municipality.

Operational Responsibilities

1. Promotes bookings and use of facilities so that parks, halls, campground, pool and the arena are used as extensively as possible. Explains rental arrangements and regulations to users and potential users.
2. Ensures the repair, maintenance and general upkeep of parks, halls, the arena and all other Town facilities.
3. Applies maintenance management techniques for the upkeep of trees, grass, flowers, plants, sports field, pool and playground equipment, and for keeping ice-making equipment, pumps, boilers and heating/air conditioning units in good repair.
4. Arranges with and supervises tradespeople who are contracted for construction or repair work.
5. Performs or supervises the use of landscape pesticides, beach protection programs, and recreation facility water sampling.
6. Provides operational assistance at special events. Assists organizers with logistical problems and ensures that the Town meets its obligations, such as liquor licences, insurance, and washrooms.
7. Ensures that facilities are properly secured; acts as contact person for alarm systems; maintains keys and codes and provides first response.
8. Provides 24 hour on call services to all emergencies involving municipal facilities.
9. Functions as a member of the Emergency Management Committee

Administrative Responsibilities

1. Helps the Director of Parks, Recreation and Culture with operational planning, priority setting, review, and evaluation of the Town's facilities. Assists the Director with budget preparation.
2. Maintains inventories of equipment and keeps materials in good supply.
3. Keeps accurate records of facility use for planning and maintenance purposes.
4. Assists with the Town's risk management program as it applies to facilities.
5. Handles large volumes of cash generated from facilities, passes, parking and vending machines.
6. Represents the corporation in relations with users and user groups so that facilities can be used as extensively as possible.
7. Exercises independence of action in mechanical maintenance and repair work, but keeps the Director of Parks, Recreation and Culture informed of major repairs.
8. Maintains a knowledge of and promotes events and programs in the community.

Management and Supervision

1. Provides leadership and guidance to staff who are assigned to recreation and parks operations. Pays special attention to due diligence for occupational health and safety.
2. Manages according to the terms of prevailing personnel policies and the collective agreement.
3. Attends departmental and corporate meetings to maintain an awareness of issues that are affecting municipal services in the Town of South Bruce Peninsula; offers suggestions and recommendations.
4. Participates with the Director in the management of staff assigned to parks, recreation and facilities, including participation in interviews, selection, performance review, discipline.
5. Responsible for managing the selection process and selecting summer students.
6. Assists the Director to ensure that appropriate training and certification opportunities are provided to staff.
7. Performs other related duties that are assigned by the Director of Parks, Recreation and Culture

Working Conditions

- Works in the presence of users and has a relatively high public profile.
- Risk of exposure to noxious chemicals, odors, confined spaces, machine noises, heat and cold.
- Risk of exposure to unruly patrons at sports and social events.
- Physical effort required in the performance of mechanical duties.
- Requires brain, eye and hand coordination, and physical endurance.
- Mental effort required to identify operational and maintenance problems, to define

them and to carry out required solutions.

- Expected to meet scheduling deadlines that coincide with ongoing and special events.
- Must accommodate constant interruptions and rapidly changing priorities.
- Evening and weekend work required, including frequent phone calls and callouts in order to assist with special events, deal with building emergencies, etc.
- Evening work required to attend community group or committee meetings regarding parking, special events, sports scheduling, etc.
- Expected to be on call, for extended periods of time