

Job Posting #2024-21

Job Title: Lead Hand, Parks & Recreation (Memorial Park & Harbour)

Department: Operations

Reports To: Foreperson, Parks & Recreation Services

Directly Supervises: Parks Operators, Students, Seasonal Staff

Status: Full-time, Permanent

Hours per Week: 40

Salary: \$57,149.12 - \$69,465.09

Application Due Date: Sunday, April 14, 2024

Position Summary

This position provides daily supervision of staff and performs seasonal operational and maintenance duties between Memorial Park/Meaford Harbour and the Meaford & St. Vincent Community Centre, which includes harbour and campground administration, facility maintenance and working as a Parks & Recreation Operator. Monitors contractor activities and performs inspections of work-in-progress.

Role Specific Duties and Responsibilities

Supervision & Leadership (Memorial Campground and Harbour – Spring/Summer Season):

1. Provide day-to-day leadership, supervision and training of staff which includes work planning, scheduling, distribution and follow-up; staff mentoring/coaching and monitoring of working conditions; human resources administration (recruitment, performance review).
2. Supervise the daily operations of the Memorial Park Campground, which includes overseeing the reservation system, collecting camping fees and preparing deposits, monitoring expenses against the budget; coordinating regular maintenance and upkeep of the campground and performing minor facility repairs including painting, mechanical, plumbing, and electrical; maintaining policies, procedures, operating plans and marketing brochures; trouble-shooting on complaints and problem areas related to operations; administering external contracts; ensuring legislated standards and municipal policies are adhered and appropriate inventory control, purchasing, and records management measures are in place; and providing exceptional customer service.
3. Supervise the daily operations of the harbour, prepare and monitor harbour vessel contracts, coordinate all maintenance programs; perform general maintenance and repairs of harbour and facility, which include the grounds and equipment.
4. Assist in the preparation of the annual budgets (operating, capital); monitor the campground and harbour overall performance against the budget.
5. Provide boaters with information on local boating opportunities; supervise and/or assist boaters during docking, as required; monitor all crafts to ensure they are properly secured to eliminate damage to the boats or docks; address questions, concerns, complaints, and suggestions from stakeholders.

6. Collect and secure any designated fees from transient boaters, daily launch boaters; submit collected fees to Financial Services; purchase, order and source materials and supplies.
7. Practice and promote positive attitudes and actions as a team player; recommend ideas and initiatives to enhance the workplace, improve policies, procedures, and services; recommend operational and capital facility upgrades.
8. Liaise with boaters, visitors, and the public in an effective and courteous manner regarding local tourism, and the programs, policies, and procedures of the harbour and campground; work cooperatively with facility users; provide outstanding customer service and satisfaction.
9. Responsible to ensure staff are knowledgeable of applicable health and safety legislation, are trained to act appropriately in emergency situations, practice safe program delivery, and operate equipment and materials safely utilizing safe work practices; ensure that documented procedural information is available, and that necessary reports/follow-up to such incidents are completed and reported accordingly.
10. Provide exceptional customer service to staff, members of the public and external agencies.
11. Act in the absence of the Foreperson, as assigned and Emergency call duty for after-hours building issues.

Facility Management (Arena Services - Fall/Winter Season):

12. Assist in the daily operations and maintenance of the arena, which includes: fostering good working relationships and public safety awareness and providing any policing necessary; assigning dressing rooms and keys to patrons.
13. Maintain and ensure a clean and safe arena facility, which includes: sweeping and mopping floors; cleaning and maintaining washrooms, dressing rooms, arena proper (spectator seating) and canteen areas; restocking vending machines and concession booths; cleaning glass surfaces; collecting and emptying garbage receptacles.
14. Perform minor building maintenance, which includes painting, mechanical, plumbing, electrical and structural repairs, and ice glass repairs, as required.
15. Assist in maintaining proper ice maintenance, which includes: flooding and scraping ice; edger operations; maintaining, recording, and monitoring appropriate ice thickness; performing board and glass repairs; conducting ice machine maintenance, i.e.: blade replacement.
16. Complete accident reports, notifying supervisor of same; contact appropriate emergency services as required.
17. Assist during special events, junior hockey games, tournaments, and public skating with the operation and supervision of the facility during these events, which may include: assisting with material setup/tear down of special events, and ice resurfacing process after ice time usage.

18. Assist, as required, in maintaining the compressor room, which includes: initiating day/evening setting; logging refrigeration room readings on a 2 hour basis; purging oil from chiller, charging compressors with oil, and changing brine temperatures, as instructed; performing water tests; monitor the overall proper working condition of the refrigeration equipment, notifying supervisor of malfunctions, rotating brine pumps.
19. Conduct opening/closing duties, which include: activate/de-activate security alarm; checking fire alarm panel; removing snow from all entrances and exits; activate appropriate lighting for scheduled arena activities; performing end of shift security and alarm checks.
20. Assist in maintaining an inventory of supplies, which includes: receiving and confirming accuracy of invoices and shipments; stocking supplies in appropriate storage locations; refilling vending machines; provide notification of when supplies are low.
21. Assist in the preparation of the annual operating and capital budget and long-range forecasts for internment services; research and recommend annual fees and charges for internment services.
22. Maintain and monitor the condition and safety aspects of playground equipment through regular inspections.
23. Emergency call duty for after-hours building issues.

General Duties and Accountabilities (All Municipal Roles)

1. Provides and maintains a high degree of confidentiality and security of information at all times.
2. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

Required Certifications and/or Health and Safety Requirements

1. Possess certification in Basic Refrigeration, Propane, Chainsaw Operation, First Aid and CPR, and courses in ice facility operations and park maintenance and operations.
2. Valid Class G Ontario Drivers Licence in good standing.
3. Thorough knowledge of Occupational Health and Safety Act (OHSA); and employee relations principles and practices.

Education, Skills and Experience

1. OSSGD required plus business courses with minimum 2 years' of related experience preferably in a harbour or campground including supervisory.

2. Ability to operate ice resurfacing machine, ice edger, and handle cash.
3. Possess minor carpentry and woodworking skills; and general equipment maintenance and repair skills.
4. Proven ability to operate front-end loader, rubber tired backhoe, tractor and attachments such as mower, pickup truck; operate small equipment and hand tools such as, but not limited to, chainsaw, snow blower, truck jacks, air compressor and attachments, weed eaters, wood chipper and splitter.
5. Thorough knowledge of harbour and campground management and maintenance; contract administration, local government functions/responsibilities, health and safety, WHMIS, SCBA, applicable Acts/Regulations/Standards, equipment operation and maintenance, small hand held tools, tractors, backhoes, grass cutting equipment; and employee relations principles and practices.
6. Working knowledge of Microsoft Windows and Office applications, cemetery software systems, and office equipment, financial information systems and associated evaluative techniques.
7. Ability to demonstrate tact and discretion, dignity and respect in handling matters of a confidential or highly sensitive nature, and to maintain confidentiality.
8. Ability to deal effectively and courteously in all aspects of the position; to work effectively at fostering good rapport and cooperative working relationships; and to champion the corporate mission and values.

Physical Demands and Working Conditions

- Physical demand requires walking, sitting, standing, computer usage, and occasionally lifting 40-50 pounds.
- Work is conducted seasonally between a) an enclosed arena environment with constant exposure to cold temperatures, loud noises, ammonia/chemicals; and b) an outdoor campground environment with inclement weather conditions; and occasional exposure to unsatisfied patrons.
- Normal hours of work are 40 hours per week, with some evening and weekend hours based on funerals; availability or provision for 'on call' response which requires carrying a paging device (24/7 operation); available for overtime hours, when necessary.

Contacts and Interactions

- Communicates regularly with municipal staff, contractors, ministry agencies, marina associations, suppliers, boaters, and the general public.



Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #2024-21 by Sunday, April 14, 2024 to:

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.