

Job Posting #2024-24

Job Title: Manager, Parks & Recreation Services

Department: Operations

Reports To: Director of Operations

Directly Supervises: Foreperson, Parks & Recreation Services; Lead Hand, Parks & Recreation Services; Coordinator, Parks & Recreation Services; Coordinator, Recreation Programming.

Status: Full-time, Permanent.

Hours per Week: 35

Salary: \$77,797.91 - \$94,563.60

Application Due Date: Open until filled.

Position Summary

This position is responsible for planning, development, administration, management and maintenance of all municipal parks, trails, recreational facilities including: arena; campgrounds; marina and waterfront; outdoor pool operations; athletic fields ball diamonds; tennis courts; skate park; urban beautification and cemetery operations. Responsible to ensure adherence to all legislated standards and municipal policies. Management and coordination of Parks & Recreation Services capital program. Responsible to act and ensure a high standard of quality of all parks, trails, cemeteries and recreational facilities, delivery of service levels and exceptional customer service. Oversees the provision of recreation programming and the recreation coordinator.

Role Specific Duties and Responsibilities

Management & Leadership:

1. Provide leadership to the Parks & Recreation Services team, management of direct reports and human resources administration which includes;
 - a. work planning, scheduling and assessment of staffing needs;
 - b. hiring/promotion, staff development, coaching/mentoring and conducting performance management reviews;
 - c. conflict resolution, discipline and termination recommendations;
 - d. authorizing overtime and leaves of absence;
 - e. promote team goals and harmony among team members.
2. Accountable to ensure all staff are knowledgeable of applicable health and safety legislation, policies and procedures, perform good health and safety practices; 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.
3. Prepare, administer and monitor annual operating and capital budgets pertaining to parks, cemeteries, trails, recreation facilities and recreation programming in consultation with the Director, Operations. Prepare operating

budget variance reports as required. Recommend rates and fees and ensure financial accountability and viability of services.

4. Monitor overall performance of parks, cemeteries, trails, programs and facilities against the business plan and budget; prepare and submit periodic performance/variance reports with initiation of corrective actions as necessary. Assist in the preparation of grant and joint funding applications for projects and partnerships; administer/monitor the approved annual budget including authorization of expenditures. Make recommendations for ongoing development and improvements to parks, trails, cemeteries, programs and recreation facilities.
5. Act as a liaison and/or resource to municipal departments, government organizations to further the parks, cemeteries and recreation facility portfolio and exchange of information. Participate in conferences and seminars for professional development and upgrading, as required. Maintain effective working relationships with non-profit user community groups/stakeholders and sports associations.

Parks & Recreation Management:

6. Responsible for the effective management for all municipal parks, trails and recreational facilities (including, arena, harbour, Memorial Park, outdoor pool operations, athletic fields ball diamonds, tennis courts, skate park, and urban beautification and cemetery operations.
7. Develop and recommend service level standards and levels of service; developing policies, procedures and operating practices; act as an escalation and resolution point for complaints and problems related to all areas of Parks & Recreation Services.
8. Negotiate and manage external contracts; ensuring legislated standards and municipal policies are adhered to and appropriate inventory control, purchasing, and records management measures are in place.
9. Ensure community needs are being accommodated and facility usage is being maximized by collecting feedback, monitoring, reporting, and preparing recommendations and implementation plans for improvements.
10. Implement a system of quality assurance for all areas to comply with provincial recreational guidelines. Ensures risk management assessment is undertaken on all indoor and outdoor recreation facilities and amenities.
11. Ensure purchasing and inventory practices are adhered to and approves purchases and inventory/stock/storage procedures for recreation facilities.
12. Oversee recreation programming services, ensuring that the services meet Council direction and provide excellent customer service.
13. Secure and update a list of all municipal assets within the Parks and Recreation facilities division. Monitor performance of assets while preparing replacement programs for each asset.
14. Liaison with a number of different user groups, community groups and specialized groups.

Capital Projects:

11. Plan and initiate capital purchases and construction for Parks & Recreation Services. In collaboration with the Director, of Operations, prioritize and schedule capital projects. Develop RFP's and tenders, evaluating submissions and recommending the selection of contractors/vendors/external service providers.
12. Monitor capital project plans to ensure accuracy, completeness and on-budget. Responsible for overall performance of contractors, sub-trades and service providers to ensure quality of work and timeliness. Responsible for ensuring contractors, subs and other external service providers adhere to the Occupational Health & Safety Act.

General Duties and Accountabilities (All Municipal Roles)

1. Provides and maintains a high degree of confidentiality and security of information at all times. Ensures confidentiality of information provided to produce content for Council, and other sensitive information sources where information is developed prior to staff/public release.
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 SCBA, First Aid and CPR.
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. Post-secondary education & credentials in Recreation/Arena Management or Recreation Facilities Management or equivalent.
2. Minimum 5 years' demonstrated progressive experience and responsibility in a multi-diverse municipal recreation facility environment.
3. Minimum 5 years' experience in a management/supervisory capacity.
4. Thorough working knowledge of the Health Act, the Occupational Health & Safety Act, the Employment Standards Act, the Ontario Human Rights Code and special needs issues, the Accessibility Act, the Occupiers Liability Act, Commercial Fishing and Recreational Harbours Act and other applicable safety-related legislation, regulations and guidelines.

5. Thorough working knowledge of artificial ice plants, recreation facilities and cemeteries design and delivery principles, guidelines and best practices; public safety practices; local government functions/responsibilities; management practices; labour relations principles and practices; effective management of staff to maximize human resources within available financial resources.
6. Strong communication (written, oral and interpersonal), organizational, public relations and customer service, flexibility, ingenuity, and time management skills.
7. Computer literacy to utilize e-mail, word processing, spreadsheet software (specifically the Microsoft Office Suite Outlook, Word, Excel. Various facility booking/scheduling software and membership tracking software.
8. Ability to interact and deal effectively and courteously with all levels of staff, other levels of government, contractors, architects and/or consultants, community groups/stakeholders, volunteers and the general public in order to build co-operative and collaborative working relationships and internal and external alliances.
9. Familiarity with liquor laws and relevant legislation and the Occupational Health & Safety Act; understand and abide by applicable fire regulations.
10. Ability to maintain confidentiality, be tactful in all dealings, be self-motivated and work effectively alone or in a team environment.
11. Experience with capital project management would be considered an asset.
12. Budget experience including preparation and management of a budget, expenditure control is an asset.
13. Ability to attend evening and weekend meetings, events or productions, as required.

Physical Demands and Working Conditions

- Physical demand requires sitting, standing, pushing, pulling and climbing; computer usage; and occasionally lifting up to 50 pounds.
- Working conditions vary between a standard office environment, enclosed arena environment, and outdoor facilities; exposure to cold temperatures and inclement weather conditions, ammonia/chemicals, noise; and exposure to public criticism.
- Normal hours of work are 35 hours per week, with evening and weekend hours based on special events and/or meetings. Acts as first point of contact for after-hours calls related to parks and recreation facilities; responds to after-hours alarms involved with the operating system on a rotating, shared basis as well as other emergency calls; works additional hours, when necessary.

Contacts and Interactions

- Communicates regularly with staff, hockey associations, figure skating clubs, special event clubs and committees, community/service organizations, user groups, ministry agencies, marina associations, boaters, contractors, tradesmen, suppliers and vendors, volunteers, and the general public.

Applicant Information

This posting will remain open until filled. Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #2024-24 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.