

Municipality of Central Manitoulin

Job Description: **Parks, Recreation and Facilities Maintenance**

**Title: Parks and Recreation Deputy Maintenance Supervisor**

**205 SALARY RANGE**

**55,000 – 75,000**

**Reporting Relationship:** Chief Administrative Officer or Maintenance Supervisor

**Scope of Position**

Supervises all activities of the Parks, Recreation and Facilities department according to provincial regulations and municipal policies, maintaining municipal facilities, responding to emergencies, overseeing building maintenance, directing equipment maintenance, supervising and scheduling staff, Oversee and directs the operation of the municipality's recreation programs, including the municipal parks and playgrounds and all municipal facilities.

**Principal Responsibilities**

**Assist with Budgeting, Administration and Asset management planning**

Have a clear understanding of all aspects of facility operations, maintenance and supervision of staff for buildings and municipal infrastructure including parks and playgrounds and facilities working directly with the maintenance supervisor to manage the budget

- Oversee all aspects of facility operations, maintenance, and lifecycle planning for buildings and infrastructure
- Reviewing operating budgets and reporting on completion of work assignments to the maintenance supervisor
- Ordering supplies and securing pricing for goods and services
- Completing vouchers and purchase orders
- Completing quarterly water readings
- Assist in the development and implementation of a comprehensive Asset Management Plan for all facilities, equipment, and infrastructure.
- Ensuring that regular maintenance activities are undertaken for all municipal properties under the care and control of the maintenance department as set in the operation and capital budget by council
- Keeps up to date of technology, systems and methods related to the Department's activities, necessary to ensure maximum service to the municipality.

**Supervising the daily operations and maintenance of parks, playgrounds and recreation facilities**

- Responsible for overseeing the maintenance of equipment, machinery and vehicles under the care and control of the Parks Recreation and Maintenance Department, including preventative maintenance schedules and appropriate record-keeping
- Ensure regulatory compliance with building codes, safety standards, environmental regulations, and working to meet the requirements of the Accessibility for Ontarians with Disabilities Act.
- supervise facility-related projects, including general building repairs and floor maintenance, ensuring timely and cost-effective delivery.
- Writing operational quarterly reports and memos as required
- Review all documentation and ensure completed paperwork to meet regulatory compliance

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- Managing the maintenance schedule of equipment, facilities and staff work schedules
- Supervise the maintenance of parks and playgrounds including grass cutting operations
- Supervise the grounds maintenance of the cemeteries and boat launches
- Supervise waste management from parks and playgrounds and facilities
- Supervise the daily janitorial responsibilities of all municipal owned facilities

**Human Resources and Public Relations**

- Ensuring all staff are adequately oriented and trained.
- Overseeing maintenance staff scheduling and providing supervision, both directly and indirectly.
- Providing directions and guidance to maintenance staff, ensuring that staff is informed of new processes and procedures as required.
- Review and update all S.O.P. documentation as required
- Monitor and audit staff paperwork and documentation to ensure regulatory compliance
- Reviewing employee performance with maintenance supervisor, dealing with disciplinary issues, proposing salary increases and reporting to the Chief Administrative Officer and Council on all Human resources and employment standard issues.
- Respond in a timely and professional manner to all public and customer inquiries and complaints.
- Responsible for the supervision 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.
- Maintain positive and strategic community partnerships that enhance community engagement, improve service delivery or create revenue opportunities through facility use.

**Responsible, as a supervisor, for health & safety under the Occupational Health & Safety Act (OHSA). This includes, but is not limited to:**

- Writing and implementing S.O.P
- Complete internal department health and safety audits to ensure regulatory compliance
- Ensuring employees are properly trained in health & safety responsibilities, use of equipment, and are aware of potential dangers on the job and how to deal with them.
- Providing safe and proper equipment, standard operating procedures, supervision and communication (including written instruction), current SDS sheets, etc.
- Cooperating with the Joint Health and Safety Committee (JHSC) to provide a safe and healthy work environment and take every reasonable precaution in the circumstances.
- Ensuring employees are working safely within the law and using safe work practices and procedures (wearing personal protective equipment (PPE), ensuring all guards are in place, understanding and following standards operating procedures), and evaluating performance.
- Developing and maintaining an understanding of the OHSA, health & safety policies, and identifying and reporting concerns to the Department.
- Investigating and reporting accidents and injuries to the maintenance supervisor

**The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. The Municipality of Central Manitoulin reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.**

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**Minimum Qualifications**

**Experience:**

- Three (3) years of progressive experience in Parks and Facilities supervision or related field
- Management experience which includes budgeting, supervision and public relations
- Experience working within a public sector environment is considered a strong asset
- Thorough working knowledge of Windows and Microsoft Office applications, database management, and office equipment.
- Experience completing general maintenance
- Experience as custodian, janitor or in a similar role an asset.
- Experience operating landscaping and turf equipment
- Very good physical condition and strength.
- Willing to learn and be available for furthering skills training and education.

**Education and Training:**

- Knowledge of basic accounting practices and experience working with financial budgets.
- 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 and asset.
- Possess a valid Class G Driver's License.

**Working Relationships:**

- Receives guidance and direction from the Maintenance Supervisors
- Effective oral communication, political acuity and strong interpersonal skills to work with members of the public, staff, council and other levels of government.

**Knowledge:**

- Knowledge of parks management and recreation and cultural program development, design, delivery and evaluation.
- Knowledge of use and maintenance of industrial cleaning equipment and appliances.
- Knowledge of safe disposal of chemical liquids and other hazardous components.
- Familiarity with basic landscaping and handyman practices.
- Knowledge of basic ice making and equipment operations

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**Working Conditions**

Work is subject to hectic peak periods and to deadlines and changes rapidly to accommodate service levels.

Minimum 40 hours a week rotating morning and evening schedule

- not limited to but also including weekends, holidays and on call.
- Additional hours will result from evening attendance at Council, Committee and Board meetings if called upon to do so.

- Overtime is compensation at a rate of time and a half after 44 hours in one week. Overtime can be provided as time in lieu. Such overtime should occur only when warranted and schedule by the Maintenance supervisor or CAO/Clerk to adjust for service levels.
- Exposure to the extremes of summer and winter elements is a regular part of the position.
- Working alone – Securing facilities by checking equipment, locking doors and closing windows.
- Report damages and oversee repairs.
- Working as a team completing common tasks – dock installations, large projects, property, and grounds maintenance.
- Mandatory paperwork and documentation of all assigned tasks completed daily.

**Impact of Error**

Poor repair/maintenance of buildings or equipment could result in increased long-term costs, personal injury, and safety hazards.

**Control**

Policy direction by Council through the CAO/Clerk, existing by-laws, resolutions and policies of the municipality, federal and provincial legislation, and professional standards of practice.

General supervision from Maintenance Supervisor