

Municipality of Central Manitoulin

Job Description: **Parks and Recreation Facilities Manager**

Title: Parks and Recreation Facilities Manager

2025 SALARY RANGE

75,000 – 100,000

Reporting Relationship: Chief Administrative Officer (CAO)

Scope of Position

Provides guidance and leadership to oversee the management of all activities of the Parks, Recreation and Facilities department according to provincial regulations and municipal policies. The manager of parks and recreation and facilities will be responsible for maintaining municipal facilities, responding to emergencies, overseeing building maintenance, directing equipment maintenance, supervising staff, preparing budgets and operating the department within budgetary allocations. Oversee and directs the operation of the municipality's recreation services, including the municipal parks and playgrounds and all municipal owned facilities.

Principal Responsibilities

Budgeting and Administration

Oversee all aspects of facility operations, maintenance, and lifecycle planning for buildings and municipal infrastructure including parks and playgrounds

- Prepares the annual operating and capital budgets for the Recreation and Facilities Department, compiling information, advising on the formulation of the budget document, reviewing it with municipal staff and Chief Financial Officer (CFO) before presentation to council.
- Operates the maintenance department within budgetary allocations, reporting to the Chief Administrative Officer and Council on financial operations and all related matters including but not limited to cost analysis, financial reporting with the CFO and input for efficiency and cost-savings.
- Provides reports, statistics and other documentation for the Chief Administrative Officer, Council and as required to justify and provide recommendations to maintain the level of service
- Attend committee and council meetings to report on departmental activities.
- Carries out other related duties as assigned.

Ensuring all Regulatory compliance

Ensure regulatory compliance with building codes, safety standards, environmental regulations, and working to meet the requirements of the Accessibility for Ontarians with Disabilities Act.

- Manage facility-related projects, including renovations and new construction, ensuring timely and cost-effective delivery.
- Obtains necessary technical advice from outside agencies, consultants and engineers as appropriate to ensure facilities are upgraded and maintained to an optimal standard.

Human Resources and Public Relations

Managing human resources and responding to public relations

- Recruiting qualified staff through the formal municipal hiring process, recommending selection to Chief Administrative Officer and Council.
- Ensuring all staff are adequately oriented and trained.

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- Overseeing Facility and Program Supervisors in staff scheduling and providing supervision, both directly and indirectly.
- Providing directions and guidance to staff, ensuring that staff is informed of new processes and procedures as required.
- Reviewing employee performance, 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.

Asset Management

Assist in the development and implementation of a comprehensive Asset Management Plan for all facilities, equipment, and infrastructure.

- Participates as a member of the management team, reviewing and providing inputs into proposed policies, programs and systems, preparing strategies for municipal growth, communicating issues with implications beyond the department and working together to solve problems affecting the entire municipality.
- Lead risk assessments and implement strategies to mitigate operational risks.

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

- 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.

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:

- Five (5) years of progressive experience in Parks and Facilities, including three (3) years of municipal or equivalent 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 completing commercial custodial work
- 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:

- ORFA Safe ice operator certificate
- ORFA Legal Awareness 1 and 2 an asset
- ORFA Basic Arena Refrigeration Certificate
- ORFA Ice making and Painting certificate an asset
- 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 CAO and Council
- Working with the special project's coordinator will prepare, issue and evaluate requests for proposals and tenders and monitor and supervise work undertaken by contractors.
- Working with the Chief Financial Officer on all financial planning matters
- Working with Committees, User groups and local organizations to support municipal programming and special events
- 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.

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- Knowledge of safe disposal of chemical liquids and other hazardous components.
- Familiarity with landscaping and handyman practices.
- Experience in ice making and equipment operations
- Experience in grounds maintenance and cemetery operations

Working Conditions

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

Minimum 40 hours a week Monday to Friday 7-3:30 (30-minute unpaid lunch)

- not limited to but may also including weekends, holidays and on call as part of the regular duties and responsibility of the management position
- 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 approved by CAO/Clerk to adjust for service levels.
- Mandatory paperwork and documentation of all assigned tasks completed daily.

Impact of Error

The manager of parks and recreation and facilities will be responsible for maintaining municipal facilities, responding to emergencies, overseeing building maintenance, directing equipment maintenance, supervising staff, preparing budgets and operating the department within budgetary allocations to meet levels of service and budgetary responsibility

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

Poor implementation of Asset management will affect future budgetary requirements and could have an impact to the tax base

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 CAO