

## **Manager, Facilities & Parks (Full Time Permanent)**

**(Job # 2019-038-IE)**

<b>Department:</b>	Leisure & Community Services
<b>Status:</b>	Full-time, Permanent
<b>Date Posted:</b>	March 5, 2019
<b>Date Closing:</b>	<b>March 29, 2019 4:30 p.m.</b>
<b>Number of positions:</b>	1
<b>Scheduled Hours/Shifts:</b>	37.5 hours per week
<b>Salary:</b>	\$98,745-\$120,160 (based on 2018 rates)

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**Position Purpose:** The Manager of Facilities & Parks is responsible for the management and operation of municipal facilities, including arenas, the Leisure Centre and pool, museum, performing arts centre, municipal offices, community centres and other municipal facilities as assigned. The position is responsible to manage the day to day operation and maintenance of Town's parks, trails, sports fields, open space and cemeteries; and the planning, management and monitoring of parkland development and construction. In addition, the Manager, Facilities & Parks will develop, coordinate and implement administrative policies and procedures, including marketing and business strategies; overseeing facility user/community group liaison duties, permit operations, facility renovation and project management, staff supervision, park inspections, health and safety, preparation of capital/operating budget; and will resolve customer enquiries related to facility and parks operations.

### **Qualifications and Requirements:**

- Post-secondary education, including degree or diploma in Recreation & Leisure or Recreation Facilities and/or Parks Management; or a related discipline
- Minimum of 5-7 years' relevant progressive experience in municipal facilities and parks operations. An equivalent combination of education and experience will be considered
- Experience in cemetery maintenance and operations considered an asset
- Previous experience in providing technical advice and expertise in facility and/or parks management and planning, as well as experience leading facility projects and parks construction.
- Possession of, or ability to obtain Facility Management and Administration certificates/training through Parks and Recreation Ontario, Ontario Parks Association and/or Ontario Recreation Facilities Association.
- Strong supervisory and leadership skills, including management experience in a unionized environment.
- Certifications/training in the following would be considered an asset: Certified Ice Technician (CIT), Certified Grounds Technician (CGT), Certified Building Technician (CGT), Certified Pool Operator (CPO), Horticulture/Turf Management
- Good understanding of policies, procedures, by-laws, Ministry guidelines, safety standards, regulations and legislation related to the operation of facilities, parks, equipment and maintenance
- Thorough knowledge of equipment, vehicles, tools and materials used in municipal facilities & parks
- Demonstrated strong management, interpersonal, problem solving and team building skills
- Superior ability to communicate effectively and concisely, including exceptional customer service experience and skills
- Solid organizational and analytical skills for complex problem solving; detailed oriented, well organized and able to prioritize complex and multiple tasks with critical deadlines
- Valid Ontario Drivers License

### **How to apply:**

Please forward your resume in confidence by **March 29, 2019 at 4:30 p.m.**, identifying Job # 2019-038-IE in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca). Please ensure your application is saved in one single document and PDF format.

**Committed to diversity and a barrier-free environment:** Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

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