



City of Pembroke
PARKS and RECREATION DEPARTMENT
PARKS and RECREATION SUPERVISOR

Position Summary:

Under the direction of the Manager of Parks & Recreation, you will efficiently organize and supervise activities pertaining to the operation and maintenance of recreation facilities, parks, sport fields and playgrounds, and implement capital projects as directed.

Qualifications:

1. Successful completion of Secondary School (Grade 12) education.
2. Possess a Class B Refrigeration Licence, as well as related courses in ice making technology, ice maintenance and equipment operation.
3. Minimum of four (4) years related operations, technical and maintenance experience, with two (2) years of responsible supervisory experience in the co-ordination of work crews, work assignments and best practices, preferably in a unionized environment.
4. Solutions oriented and equipped with excellent written, verbal and interpersonal communications skills.
5. Possession of a Registered Recreation Facilities Supervisor Designation with the Ontario Recreation Facilities Association or an equivalent combination of education, qualifications and experience.

This position requires a candidate who is responsible; detail oriented, and has the ability to work with minimal supervision.

Salary Range:

\$64 695 - \$ 79 578 per annum

Hours of Work:

2080 hours per year (8 hours per day) Monday to Friday 7:30 am to 3:30 pm with occasional overtime.

Applicants are invited to submit in confidence a detailed cover letter and resume by 4:00 by Friday July 6 2018 to:

Ms. Cindy Van Loan
Human Resources Coordinator
City of Pembroke
1 Pembroke St. East, Pembroke, ON K8A 3J5
or
Fax: 613-735-3660
or

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals. During the recruiting process, accommodation for applicants with disabilities is available upon request.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No inquiries please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.

City of Pembroke
Job Description

TITLE:	SUPERVISOR, Parks & Recreation
DEPARTMENT:	Parks & Recreation
REPORTS TO:	Manager- Parks & Recreation

Qualifications:

1. Successful completion of Secondary School (Grade 12) education.
2. Possess a Class B Refrigeration Licence, as well as related courses in ice making technology, ice maintenance and equipment operation.
3. Minimum of four (4) years related operations, technical and maintenance experience, with two (2) years of responsible supervisory experience in the co-ordination of work crews, work assignments and best practices, preferably in a unionized environment.
4. Solutions oriented and equipped with excellent written, verbal and interpersonal communications skills.
5. Possession of a Registered Recreation Facilities Supervisor Designation with the Ontario Recreation Facilities Association or an equivalent combination of education, qualifications and experience.
6. Certified Playground Inspector and Certified Pool Operator would be an asset.
7. Possession of an Ontario Driver's License in good standing.
8. Proficient in Microsoft Word, Outlook, Excel. Knowledge of GIS applications would be an asset.
9. Possession of a "DZ" license would be an asset.

10. Experience in tree maintenance and horticultural work would be an asset.

General Scope of Responsibilities:

Under the direction of the Manager of Parks & Recreation, you will efficiently organize and supervise activities pertaining to the operation and maintenance of recreation facilities, parks, sport fields and playgrounds, and implement capital projects as directed.

General Scope of Duties:

1. Prepare activity reports, scrutinize daily crew cards, and assign appropriate project codes.
2. Plan, schedule and co-ordinate equipment, material and manpower utilization on the maintenance and operations of ice rinks, pool, marina, parks, sport fields, beachfronts, playgrounds, walkways and other recreation infrastructure.
3. Instruct Sub-foreperson on work priorities to ensure that all personnel and resources are deployed in the most effective, cost efficient manner, and follow up as required.
4. Liaise with contractors, utilities and other departmental sections, working collaboratively with other Supervisors to achieve common goals of the Department and the City.
5. Collaborate with and provide technical support to other sections or Departments as required.
6. Ensure that due diligence is carried out in all areas of risk management and safety training; report and follow-up on all incidents, accidents, property damage and theft, ensuring that the work practices conform to relevant policies, procedures and legislation.
7. Visit work sites on a regular basis to monitor, evaluate, troubleshoot and assess efficiency.
8. Respond to inquiries/complaints and carry-out remedy and/or prepare proposals on solutions with a focus on service to the Public.
9. Draft Standard Operating Procedures as required.
10. Effectively communicate verbally and in writing with all staff members and other department representatives.
11. Conduct employee evaluations within the Parks & Recreation operations and maintenance staff and prepare work improvements plans as required.
12. Plan and co-ordinate the maintenance of the Department's equipment fleet in collaboration with the Roads and Fleet Supervisor.
13. Evaluate the performance of equipment and facilities, including assisting in the development of specifications for purchasing new equipment for the section.
14. Assist with the development of project and ongoing maintenance schedules.

15. Assist in the development of recommendations on costs, strategic planning, capital expenditures and designs.
16. Assist in the development of the yearly budget and capital construction projects.
17. Prepare purchase requisitions for the day-to-day operations and maintenance of City facilities and parks within scope of responsibility and in accordance with the established procurement policy.
18. Act as Emergency contact for Parks & Recreation, ensuring appropriate response during emergencies.
19. Act as Chief Operator for the Refrigeration Plants.
20. Prepare reports on new methods and procedures designed to improve operations and minimize costs and implement once approved.
21. Draft job procedures, safety standards, building cleanliness standards, equipment and building maintenance standards and maintain logs in accordance with applicable legislation.
22. Perform other related duties as assigned.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

Hours of Work: 2080 hours per year (8 hours per day) Monday to Friday with occasional overtime and standby.

Revised June 2018