

## **MANAGER, MUNICIPAL FACILITIES**

(Fulltime Permanent)

*Located just north of Toronto in the Region of York, the Town of East Gwillimbury is the GTA's top growth municipality. Our communities include Holland Landing, Sharon, Queensville and Mount Albert – each with their own rich history and unique charms. As one of Ontario's growth centres, East Gwillimbury's population is projected to reach 150,000 by 2051. By joining the EG team you will help shape our growing community.*

*East Gwillimbury offers a fully balanced lifestyle and is a wonderful place to live and work. Our municipal offices are easily accessible off of Highway 404 and a short 15 min drive from Highway 400 allowing for short average commute times for staff. Enjoy competitive wages, progressive extended health plan, employee assistance program, and active social and wellness committees. Convenient parking, outdoor seating areas, and easy access to trails allow you to enjoy the beauty of EG while at work.*

*With guidance from our Strategic, Official and Master Plans and Character Community attributes we are a high performance Town and our staff are committed to providing service and excellence.*

Reporting to the General Manager of Community Parks, Recreation & Culture, this position is responsible for providing supervision and oversight to supervisory staff and maintenance operations of all Town facilities, totaling 250,000 square feet, including but not limited to; community halls, community recreation centres, sports complex, library's, and the Civic Centre.

Responsibilities include: Branch priority and budget planning; assessing staffing needs and facilitating full-time complement amendments; contracted services and oversees staffing recruitments, hiring and orientation; provides supervision to supervisors, including management of day-to-day work, conducting performance management and related reviews, recommending training and development opportunities, coaching/mentoring, and taking disciplinary action when required; reviews/provides comment on plans of subdivision and recreation building planning standards and guidelines; oversees contractor agreements and management; project management of new construction and renovation; repair and replacement projects; asset and energy management; capital and operating budget administration; capital lifecycle forecasting, development and implementation of facility maintenance standards; and administrative duties in support of Council reports, financial control and policy and procedure development.

Successful candidates will hold a University degree in Recreation and/or equivalency in property and facility management or related discipline, and/or Ryerson University Project Management Certificate. Certified Recreation Facilities Professional (CRFP) through the Ontario Recreation Facilities Association. Coupled with 7-10 years in a municipal parks and recreation department environment: Municipal services facilities maintenance, operations and development, particularly as it relates to parks and recreation including but not limited to recreation centres, libraries administrative offices, operations centres and Fire Stations, HVAC systems, refrigeration plants and ice making equipment, large scale pool mechanical operations and equipment, energy conservation and building safety and security. The Accessibility for Ontarians with a Disability Act (AODA); Workplace Hazardous Materials Information System (WHMIS); Ontario Building Code; Technical Standards and Safety Authority (TSSA); Fire Code; Electrical Code; and the Occupational Health and Safety Act (OHSA); Occupiers Liability Act and Health Promotion and Protection Act; etc. Working knowledge of policy development, budgeting and fiscal management.

Preferred candidates will hold a Certified Building Technician Certificate (CBT), Certified Pool Operator, qualifications for a Certified Ice Technician through Ontario Recreation Facilities Association as well as certification in risk assessment and management, project management and/or asset management.

**Salary Range: \$101,993 - \$120,011**

If you're looking for a career move that will enable you to contribute to a growing and inclusive community, please apply and submit your resume and related information online at:

<https://workforzenow.adp.com/jobs/apply/posting.html?client=TOEG4282>

**Deadline for applications is October 18, 2017**

We thank all applicants for their interest, however, only those being considered for an interview will be contacted

The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the [Municipal Freedom of Information & Protection of Personal Privacy Act](#), personal information collected will only be used for candidate selection.

*"Our town, Our future"*

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