

# Arena Operations and Projects Manager

Town of Quispamsis



Reporting to the Director of Community Services, the Arena Operations and Projects Manager will play an important role in overseeing and managing operations of the Town's arenas and pool, and large-scale facility projects. Your leadership will ensure the efficient and effective operation of the complex and Quispamsis Memorial Arena.

## Key Responsibilities:

- Oversee the operations of the Town's arenas and outdoor pool.
- With the support of a supervisor, manage, motivate, and coach a team of 12 direct reports (11 union staff and 1 supervisor) facilitating a team environment, high standard of work quality, operational performance, and superior customer service.
- Schedule regular staff maintenance as well as projects; maintain regular contact with contractors resolving issues as they arise.
- Enhance policies and procedures through the continuous improvement process and ensure operational initiatives incorporate the Town's vision.
- Maintain financial accountability and integrity of the department by preparing and monitoring annual budgets.
- Ensure the department provides safe recreational facilities and support to users.
- Lead facility capital projects and asset management initiatives, along with facility life-cycle planning, and energy audits.
- Weekend/evening and on call work will be required periodically.

## Essential Qualifications:

- Degree or Diploma in an engineering discipline with a well-rounded understanding of electrical, mechanical, and civil fields. Be a member in good standing with applicable association.
- Bachelor of Engineering and a member of the APEGNB would be considered an asset.
- Minimum of 5 years progressive relevant experience including 2 years in a supervisory role. The candidate must be familiar with a unionized environment and current on Occupational Health and Safety Regulations.
- Strong relationship building skills, ability to work with internal and external stakeholders including the ability to work alongside the public in a customer service capacity.
- Excellent communication skills, both verbal and written.
- A good fundamental knowledge around building construction and maintenance in addition to lifecycle planning.
- High level attention to detail and ability to make critical decisions on a moment's notice.

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## The Town of Quispamsis

*There Is No Other*, evokes the uniqueness of the town's name and the pride of its 18,000 residents who call it home. This picturesque suburban community is located in southwestern New Brunswick, 22 kilometers northeast of the City of Saint John. Quispamsis is a progressive, vibrant community with many attractive residential opportunities for all types of family units. Abundant recreational areas, quality schools, places of worship, retail and professional services are all within the Kennebecasis Valley. Our vision "A forward-thinking community where families enjoy a safe, friendly and active lifestyle surrounded by a beautiful, natural environment."

## Applications

Applications will only be accepted through our online application system until Tuesday August 4<sup>th</sup>, 2020 at 12:00PM. Qualified applicants should submit their cover letters and resumes to:

Human Resources Department  
Town of Quispamsis  
Competition number: 2020-06

*When applying online, please submit your cover letter and resume together as one document.*

Please [click here](#) to apply online

*The Town of Quispamsis is an equal opportunity employer. Only those applicants being considered further will be contacted.*