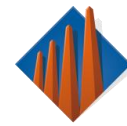


Position Posting

**Manager, Cenovus Energy Hub & Arenas**

(1 Position Available)



**LLOYDMINSTER**

<b>Term of Employment:</b>	Full-Time, Continuing
<b>Rate of Pay:</b>	<b>Out-of-Scope, Band 5</b>
<b>Location:</b>	Centennial Civic Centre
<b>Duties:</b>	<p>Reporting to the Director of Recreation and Cultural Services, the Manager; Cenovus Energy Hub &amp; Arenas will provide leadership direction for the City of Lloydminster future Cenovus Energy Hub and arenas including the Centennial Civic Centre, Archie Miller Arena, Russ Robertson Arena and plant operations for recreation facilities. The Manager will be responsible for creating a safe work environment, provide strategic thinking, staff leadership, and fiscal management. The position will be responsible for attracting, organizing and hosting a diverse range of events including provincial, national, and international sporting events, festivals, and concerts. The position will create and maintain positive relationships with various stakeholders to create memorable and seamless experiences for customers. The position is responsible for leading and mentoring the team while creating a culture of customer service excellence. Finally, the position will play a role assisting the Cenovus Energy Hub project team in various ways including helping liaise with the Friends of Cenovus Energy Hub committee.</p> <p><b>Duties and Responsibilities</b></p> <p><b>Leadership and Supervision</b></p> <ul style="list-style-type: none"><li>• Provides leadership and mentorship to facility staff.</li><li>• Manages professional and competency development of staff, ensuring staff develop the soft skills and technical competency needed to succeed in their roles.</li><li>• Manages performance of staff through coaching, mentoring and performance reviews.</li><li>• Ensures that staff has the information and tools required to effectively complete assigned tasks.</li><li>• Seeks training appropriate for the needs of the department.</li><li>• Supervises, coordinates, and directs the activities of subordinates through assignment of required duties.</li><li>• Sets clear expectations, monitors, evaluates, rewards, and develops performance within the team.</li><li>• Ensures performance discussions are completed, maintaining two-way dialogues on work and results.</li><li>• Motivates employees to achieve department and city goals and objectives.</li><li>• Provides insightful, motivating, and constructive feedback, coaching and guidance.</li><li>• Creates a culture that values, supports, and reflects diversity, equity and inclusion.</li><li>• Ensures employees develop the necessary skills and knowledge to help further their careers with the city.</li></ul> <p><b>Facility Management</b></p> <ul style="list-style-type: none"><li>• Provides strategic direction and leadership for the overall operation of the facilities.</li></ul>

- Ensures events are well coordinated, meeting or exceeding client expectations and industry standards.
- Collaborates with other department managers on strategies to increase public utilization of recreation facilities.
- Develops schedules that best optimize employee resources and needs for the public while utilizing the facilities economically.

#### **Budget Management**

- Follows purchasing procedures that are compliant with the City's purchasing policy.
- Strives to increase operational efficiencies to improve the overall cost recovery of the facility.
- Monitors budget to ensure that expenditures and revenues are following sound fiscal management practices and the city's budget plan.
- Identifies revenue-generating opportunities and partnerships.
- Determines departmental needs and provides budget figures to the Director of Recreation and Cultural Services for approval.
- Creates, plans, and oversees capital projects within the facilities.
- Creates and updates 10-year capital plan for facilities.

#### **Plant Operations**

- Provides leadership to the operations of all arena and aquatic facility plants.
- Develops and implements a plant preventative maintenance program.
- Ensures plants are meeting and/or exceeding operational and industry standards.
- Works with facility management on capital project planning.

#### **Safety and Environment**

- Assesses and develops Standard Operating Procedure's (SOP's) to provide a safe environment for staff, users, and stakeholders.
- Completes monthly facility inspections of all arenas and follows up on deficiencies.
- Ensures that all staff are participating and are actively using the City's safety policies, procedures, and systems.
- Ensures regulatory compliance with all aspects of facilities operation.
- Ensures compliance with risk management, emergency procedures, Occupational Health and Safety Standards and security measures.
- Develops policies and directives to ensure the safety of patrons and staff is a priority.
- Monitors the facility and rectifies any unsafe findings.
- Works with external inspectors and safety management personnel.

#### **Relationship Building**

- Develops and maintains positive and professional working relationships with stakeholders including user groups, promoters, internal stakeholders, vendors, facility lease holders and customers.
- Maintains strong focus on customer satisfaction, ensuring a positive experience for clients, performers, and attendees.

	<ul style="list-style-type: none"> <li>• Collaborates with internal and external stakeholders to ensure proper execution of a diverse range of events including concerts, sports events, conferences, and other entertainment activities.</li> </ul> <p><b>Communication/Customer Service</b></p> <ul style="list-style-type: none"> <li>• Addresses customer inquiries, concerns, and feedback promptly and effectively.</li> <li>• Maintains a strong focus on customer satisfaction, ensuring a positive experience for clients, performers, and attendees.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Hires, appraises and manages assigned staff in accordance with the Collective Agreement and approved personnel policies and directives.</li> <li>• Develops and/or recommends program and facility policies and procedures.</li> <li>• Prepares statistical and periodic reports as required.</li> <li>• Manages lease agreements, oversees rental agreements and contract services.</li> <li>• Performs other related duties as required.</li> </ul>
<b>Schedule:</b>	Normal working hours are Monday through Friday 8:00 a.m. to 5:00 p.m., however there may be the occasional requirement to work outside of these standard hours.
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Completion of a two year Post Secondary Diploma in Business Management, Recreation Management, Kinesiology, Facility Management, Tourism Management, Event Management or related field from a recognized institution.</li> <li>• Minimum of 5 years experience in community recreation with 3 years of event supervisory experience is required.</li> <li>• 5 years experience developing and managing operational and capital projects.</li> <li>• A combination of formal knowledge and experience may be considered.</li> <li>• Prior experience working with community recreation stakeholders and a demonstrated ability to build strong interpersonal relationships.</li> <li>• Prior experience in special event management.</li> <li>• Experience in arena or recreation facility management is an asset.</li> <li>• Completion of WHIMIS, Standard First Aid, CPR C is an asset.</li> <li>• Excellent written and oral communications skills.</li> <li>• Ability to troubleshoot with appropriate decision-making abilities.</li> <li>• Previous experience in risk management, safety management and after hours on call considered and asset.</li> <li>• A valid Class 5 Driver’s License registered in Alberta or Saskatchewan with an acceptable Driver’s Abstract is required. This position may be required to operate a personal or municipal vehicle for business purposes.</li> <li>• Refrigerators Operators Certificate from Saskatchewan Technical Safety Authority of Saskatchewan or proof of similar ticket and ability to gain is considered an asset.</li> <li>• Thorough working knowledge of equipment, materials and supplies related to recreation facility maintenance.</li> </ul>

<b>Pre-Employment Requirements:</b>	<ul style="list-style-type: none"><li>• Satisfactory Criminal Record Check.</li><li>• Successful applicant must provide proof of qualifications.</li><li>• Applicants with international education will be required to include an Academic Credential Assessment with application.</li></ul>
<b>Closing Date:</b>	<b>March 8, 2024</b>
<b>Posting Type:</b>	Internal & External
<b>Application Information:</b>	<p>The City of Lloydminster offers consistent working hours that afford a positive quality of life, a competitive salary/benefit package, and is an equal opportunity employer. If you have questions or require further information on this position, please contact us. All applications must be sent to the Employee Relations team and received by the closing date.</p> <p><b><u>Victoria Macvarish</u></b> HR Generalist, Employee Relations City of Lloydminster 4420-50 Avenue Lloydminster AB/SK T9V 0W2 Phone: 780-875-6184 Internal Candidate Email: <a href="mailto:employeerelations@lloydminster.ca">employeerelations@lloydminster.ca</a> External Candidates apply at: <a href="http://www.lloydminster.ca/jobs">www.lloydminster.ca/jobs</a></p>
<b>Posted By:</b>	<p><i>Victoria Macvarish</i></p> <hr/> <p>Victoria Macvarish Posting Date: February 22, 2024</p>