



Job Search

Manager of Recreation Facilities & Programs

75 Caso Crossing, St Thomas, ON N5P 3V7, Canada Req #938

Date Posted: June 27, 2024



INTERNAL/EXTERNAL

THE CORPORATION OF THE CITY OF ST. THOMAS

Parks, Recreation & Facilities Department has an opening for the following position:

MANAGER OF RECREATION FACILITIES & PROGRAMS

Permanent, Full Time

Posting #938-06-24

POSITION SYNOPSIS AND PURPOSE:

Reporting to the Director of Parks, Recreation & Facilities, the Manager of Recreation Facilities & Programs is responsible for the management of all recreational facilities' operations including programming, marketing, drop-in programs, special events, booking, recreation facilities' based project management, recreational accounts payable and receivables along with providing a high standard of customer service.

This position is also responsible for ensuring that the City of St. Thomas' recreation facilities are in compliance with all governing regulations such as the Technical Standards and Safety Authority's (TSSA) Operating Engineer Regulation, the CSA B-52 Mechanical Refrigeration Code, the Health Protection and Promotion Act, the Fire Protection and Prevention Act, Ontario Building Code, the Occupational Health & Safety Act as well as corporate policy and direction. Facility operations include arena facilities, the skatepark, community centres, aquatic facilities and the booking, scheduling, financials and contracts of all recreation facility usage and rentals.

The City of St. Thomas Strategic Plan identifies establishing a thriving community as a key plan component and that in part relies on quality community based recreational services. In addition, the Parks and Recreation Master Plan identifies offering growing recreational services as a key guiding principle for community health and well-being.

MAJOR RESPONSIBILITIES AND ACCOUNTABILITIES:

Facilities Operations Management (60%)

- Purchases major operating works (contracted services, equipment, etc.), as approved, under the guidance of the City's Purchasing By-law.
- Creates and oversees the maintenance contracts for building systems, including HVAC, electrical, fire alarm system, mechanical, plumbing, intrusion detection systems, video surveillance systems and others as required, ensuring work is performed in compliance with specifications and requirements of the contracts and applicable legislative requirements.

- Creates and maintains a regular maintenance management program and lifecycle maintenance program for refrigeration units, filtration systems, and applicable equipment within the facilities.
- Manages assigned pre-approved capital maintenance projects.
- Recommends capital plan to ensure the long-term sustainability and quality of City recreation facilities.
- Consults with the Facilities Division on building maintenance issues including operational, preventative, emergency repairs and capital projects.
- Reviews and authorizes all city rental contracts for municipal recreation facilities.
- Responsible for ensuring the arena refrigeration plants are in full compliance with the TSSA's Operating Engineer Regulation and CSA's B-52 Mechanical Refrigeration Code.
- Responsible for recreation facilities being compliant with requirements under the Ontario Building Code, the Fire Protection and Prevention Act and the Occupational Health & Safety Act.
- Responsible for the outdoor pool being compliant with the Health Protection and Promotion Act and local Public Health Unit requirements for operating a class 'A' pool.
- Develops and/or performs research for ongoing improvement of systems, technologies, practices and programs for municipal arena and pool-related operations and equipment, with a commitment to continuous improvement and adoption of best practices.
- Develops, recommends and following approval, implements, administers and enforces policies, regulations, standards and procedures/procedure manual for the safe and efficient maintenance and operations relating to the use of recreation facilities and associated equipment ensuring Council direction and Departmental objectives are met.
- Creates new or reviews and recommends changes to policies and permits relating to the use of recreation facilities and park venues ensuring Council direction and Departmental objectives are met.
- Checks and inspects buildings for needed maintenance and repair.
- Responsible for all facility operations documentation being maintained as required by corporate policy and direction as well as legislative requirement.
- Prepares recreation facilities for use as a part of the City's Emergency Management Plan (cooling/heating centre and/or emergency reception centre/shelter).
- Responsible for developing and maintaining required fire safety plans and complying with the legislative requirements for the fire & life safety systems.
- Responsible for administering video surveillance systems (where applicable) in compliance with corporate policy and direction as well as established guidelines for the use of video surveillance as detailed by the Information and Privacy Commissioner of Ontario.

Staff Management (20%)

- Prepares work schedules, assigns duties and directly supervises all full time, temporary and part time operational and administrative staff assigned to recreation facilities.
- Approves employee time-off requests as balanced against operations.
- Reviews, completes and approves payroll records.
- Develops and directs the training and orientation of new staff within corporate policy and direction.
- Arranges training opportunities to ensure that the corporation is compliant with legislative responsibilities.
- Maintains training logs for each employee.
- Responsible for, within the relevant policies of the Human Resources Dept:
 - The interviewing, selection and hiring of employees;
 - The evaluation and management of employee conduct and performance;
 - The recommendations for the promotion, demotion, discipline and termination of employees;
- Preparation for and participation in the grievance/arbitration process as required.

Business Planning & Financial Management (15%)

- Responsible for preparing and submitting to the Director, divisional proposals for the annual operating and capital budgets and forecasts in conjunction with the City of St. Thomas Strategic Plan and established Asset Management Plan.
- Responsible for managing multiple operational budgets balancing expenses and revenues to budget allocations.
- Responsible for reviewing and approving all accounts payable invoices for goods and services received by Recreation Facilities and manages those expenses within operational budget allocations.
- Responsible for ensuring the accuracy and timely collection of accounts receivables from recreation facility rental agreements and managing within operational budget revenue projections.

- Responsible for approving all purchases for major operating works and services (contracted services, equipment, etc.), within guidelines of the City's Purchasing By-law.

Other General Functions (5%)

- Responds to inquiries and maintains effective working relationships with Civic Departments, related Boards and Committees, user groups, the general public and service area staff. Provides advice and interpretation regarding the department's policies and procedures. Acts as a facilitator to community groups and organizations ensuring issues and needs are met. Ensures that customers are provided with prompt, courteous and effective customer service.
- Acts as Management Representative for the Joe Thornton Community Centre Joint Health & Safety Committee.
- Represents the Department and/or the Corporation on various community-based committees and/or events as required.
- Prepares and submits as required plans and/or Council reports to the Director of Parks, Recreation & Facilities for approval.
- Supports the Director in the City's Emergency Response Plan with potential appointment as Recreation Facilities Logistics/Operations sector chief and/or support to the sector chief.
- Performs all other duties, responsibilities and functions as assigned.

MINIMUM QUALIFICATIONS:

Education (degree/diploma/certifications)

- Post secondary degree/diploma from a recognized college/university in Facility Management or a related/applicable field

Experience

- Minimum of five (5) years of management experience in an arena or facility management role

Knowledge/Skill/Ability

- Ability to maintain a high level of confidentiality.
- Highly organized with a demonstrated ability to prioritize and meet deadlines.
- Exceptional communication skills both written and verbal.
- Ability to manage a team of staff in a progressive manner that promotes communication, teamwork, operational competence, professionalism and effective customer service in keeping with corporate and departmental policy and directives.
- Ability to think and interact effectively, tactfully and courteously with all levels of staff, building a cooperative and collaborative working relationship with internal and external customers.
- Ability to evaluate processes and apply industry best practices to recreation facilities to achieve operational effectiveness and resiliency.
- Knowledge of relevant legislation, policies and procedures including the Employment Standards Act, Ontario Human Rights Code, the Ontario Building Code, the Occupational Health and Safety Act, Technical Standards and Safety Authority's (TSSA) Operating Engineer Regulation, the CSA's B-52 Mechanical Refrigeration Code, the Health Protection and Promotion Act, and the Ontario Municipal Act as well as applicable corporate policy and direction.
- Proficient with Microsoft Office suite or related software.

Driver's Licence

- Must possess a valid Class "G" Ontario Driver's Licence and access to reliable transportation.

Other

- Satisfactory Police Record Check with Vulnerable Screening.
- Evening and weekend work may be required including the supervision of staff.

HOURS OF WORK:

The normal workweek consists of 35 hours; Monday to Friday; 8:30 a.m. – 4:30 p.m. with a one-hour unpaid lunch. Being on-call and/or working outside of the normal workweek is required to support recreation facilities i.e. evenings and weekends (less frequent April-September, more frequent October-March), to deal with urgent and/or emergency situations, attend Council meetings and assist with budget preparation.

WHAT WE OFFER:

- Salary Range: \$96,856 - \$117,729 per annum (Band 9)

- Comprehensive Benefits
- OMERS Pension Plan
- Paid Vacation and Holidays
- Employee Family Assistance Program (EFAP)
- Tuition Reimbursement Program (continuous learning)

Applications must be received no later than Thursday July 18, 2024 at 11:59 p.m.

HOW TO APPLY:

Go to www.stthomas.ca – Employment, Employment Opportunities.

Go to Posting Title. Click the ‘Apply Now’ button. You will need to create a Login.

Please **IMPORT** and **UPLOAD** your **COVER LETTER AND RESUME** individually (i.e. pdf, word).

ENSURE YOU HAVE ATTACHED ALL YOUR DOCUMENTS PRIOR TO SUBMITTING YOUR APPLICATION.

Note: You will be required to answer Qualification questions during the application process.

When your application has been received through Dayforce, you will receive an email from notify@dayforce.com stating “Congratulations, your application has been successfully submitted.”

All prospective employees, volunteers and students will be required to provide an acceptable “Criminal Record Search” as a condition of employment and prior to commencing employment.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

Other details

Pay Type Salary

Apply Now