



Town of Erin
Community Services

Supervisor, Facilities and Parks Operations

Business Unit: Community Services

Position Title: Supervisor, Facilities and Parks Operations

Reports To: Director, Community Services

ABOUT US

Nestled on the edge of the Greater Toronto Area (GTA), Erin is more than just a town—it's a vibrant and progressive community that thrives amidst the beauty of rolling hills. As you step into Erin, you'll experience a place on the rise, experiencing explosive growth fueled by its strategic location and forward-thinking approach. The landscape is a testament to nature's artistry, with lush greenery and picturesque views that soothe the soul. But Erin is not just about scenery; it's about progress. With all the amenities of urban living at hand, residents enjoy a quality of life that balances convenience with tranquility. The heartbeat of Erin lies in its infrastructure, continuously evolving to meet the needs of its expanding population. From a state-of-the-art treatment facility ensuring clean water for all, to major water and sewer projects paving the way for future development, Erin is laying the groundwork for a sustainable tomorrow. At the helm of this transformation is a municipal team renowned for its progressive and innovative spirit, driving Erin to become one of Ontario's fastest-growing communities. In Erin, the journey toward progress is as scenic as it is promising, offering a glimpse into the future of modern living intertwined with the beauty of nature.

OVERVIEW OF POSITION

The Supervisor, Facilities and Parks Operations is a key leadership position responsible for the effective operation and maintenance of all Town-owned indoor and outdoor facilities, including parks, cemeteries, community centers, arenas, Town Hall, and fire halls. Reporting to the Director, Community Services, this role involves overseeing a multi-disciplined team, managing budgets, coordinating maintenance programs, and ensuring parks and facilities meet the needs of the community.

MAJOR RESPONSIBILITIES

- **Staff Supervision and Development:** Recruit, train, schedule and evaluate full-time and part-time staff. Conduct performance reviews and address issues.
- **Facility Operations and Maintenance:** Oversee operation, maintenance, and security of facilities and parks to ensure safety, community needs, and proper upkeep. Manage maintenance schedules, repairs, and upgrades.
- **Budget and Financial Management:** Assist with annual operating and capital budgets, track expenses, and ensure resource efficiency. Prepare cost estimates and tender specifications for projects.
- **Risk Management and Compliance:** Ensure compliance with health, safety, building codes, and environmental regulations.
- **Capital Projects and Planning:** Manage capital projects, support long-term planning, and oversee timely, fiscally responsible project completion.
- **Facility Planning and Seasonal Operations:** Coordinate seasonal programs, startups, and shutdowns in collaboration with the Parks and Recreation Manager.
- **Asset Management and Reporting:** Maintain the corporate asset management program and provide performance and maintenance reports.

- **Leadership and Team Engagement:** Foster collaboration, inclusivity, and creativity. Provide guidance and resolve conflicts to maintain a positive work culture.
- **Emergency Support:** Provide rotational management support during emergencies or high-demand periods.

POSITION REQUIREMENTS

Education & Experience:

- Post secondary University degree or College diploma in Recreation & Leisure Studies, Facility and operations Management, or a related field from a recognized institution (or equivalent).
- Completion of Basic Refrigeration through the Ontario Recreation Facilities Association (ORFA), Certified Building Technician Certificate (CBT) an asset.
- Minimum of 3 years' experience in facility management, including supervisory experience in a municipal or public service environment.
- Experience in all facets of building operations, including arenas, and mechanical systems, with a strong mechanical aptitude.

Skills & Qualifications:

Strong leadership skills with experience in staff supervision, motivation, and performance management.

- Solid understanding of building environmental systems, including HVAC, refrigeration, and energy management.
- Strong problem-solving and organizational skills, with the ability to manage multiple priorities and deadlines.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and facility management software.
- Knowledge of municipal regulations, health and safety standards, and environmental compliance.
- Valid Class G driver's license.
- Valid First Aid and CPR certification or willing to obtain within the first 6 months of employment.
- A satisfactory criminal record check and vulnerable sector screening.

WORKING CONDITIONS AND ENVIRONMENT

- This position works 35 hours a week, 8:30am-4:30pm, Monday to Friday, Flexibility to work evenings and weekends or on-call hours required.
- The annual compensation for this position is \$100,487.50 - \$117,556.17 (Non-Union, Salary Grade 8)
- The Town offers an excellent comprehensive benefit package, and participation in the Ontario Municipal Employee Retirement Scheme (OMERS) pension plan.

If you're passionate about joining our growing, innovative team, don't hesitate to apply! We encourage you to apply by sending your resume to HR@Erin.ca; we will accept resumes until 4:00 pm on January 19, 2025.

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

The Corporation of The Town of Erin celebrates diversity, and we are proud to be an equal opportunity employer. We are committed to creating equitable opportunities and an inclusive environment for all employees and applicants. We make employment-related decisions without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, age, disability, or veteran status. The foregoing represents a reasonable statement of the requirements of this position. We use the information collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection only. Accommodation is available for all parts of the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act.