

# Woolwich Township Job Posting



**Date:** January 24, 2025  
**Position:** Operations Supervisor  
**Wage Rate/Grade:** \$96,951 to \$121,188 (2024 rate)  
**Hours of Work:** 40 hours per week

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Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

Due to an upcoming vacancy, Recreation & Community Services is seeking one (1) permanent full-time Operations Supervisor.

## **Purpose of position and profile:**

Reporting to the Deputy Director, the Operations Supervisor is responsible for operations, maintenance and the repair of Township's facilities (arenas, community centres, fire stations, administrative offices, etc.), cemeteries, parks (sports fields, playgrounds, horticulture, etc.) and open spaces.

The Operations Supervisor will provide leadership, coordination, and direction to both unionized and non-unionized staff, ensuring the effective and efficient delivery of public services. This position will supervise operations staff, approve schedules and payroll, manage contracted services, and perform various park, facility, or cemetery duties as assigned. The ideal candidate will have demonstrated experience managing staff, strong supervisory skills, and previous experience working in a unionized environment.

## **Responsibilities:**

- Demonstrated technical knowledge of facility maintenance and operations, including a thorough understanding of HVAC, refrigeration, electrical, plumbing, pool operations, etc.
- Demonstrated technical knowledge of parks and open space operations, including horticulture and sports field operations, etc.
- Demonstrated technical knowledge of cemetery operations, including interment practices, turf maintenance, etc.
- Knowledge, understanding, and skillset required to troubleshoot issues related to facility and parks operations.
- Plans the delivery of annual, seasonal, and daily related work programs.
- Respond to citizen and council concerns in a professional and timely manner.
- Supervises and provides ongoing performance feedback and coaching to all operations staff.
- Develop and administer standard operating procedures training.
- Ensures compliance with applicable regulations, act, and Township policies.
- Purchase supplies and services for maintenance activities.
- Provide support through equipment purchasing, invoicing and related financial matters.
- Provide directions and recommends action on health and safety issues. Ensures that the Occupational Health and Safety Act, and its regulations, are followed.
- Stand-by duties are shared equally with the Deputy Director.
- Other duties as assigned.

## **Qualifications, Knowledge, Skills and Work Requirements:**

- Degree or Diploma in Facilities Management, Recreation and Leisure Studies, Turf Management, or Horticulture considered an asset. Consideration will be given to candidates with equivalent combination of education and experience.
- Minimum of five (5) years of experience in a similar operations supervisory or management role, overseeing the operations of facilities, arenas, parks, cemeteries, or a combination of these areas.
- Minimum of two (2) years supervision experience in a unionized environment, preferred.
- Comprehensive knowledge of the relevant Acts, Regulations, and other governing bodies:
  - OHSA
  - Refrigeration – CSA, TSSA
  - Parks – CSA, AODA
  - Facilities – TSSA, OBC, AODA, Ministry of Health, Fire Code, Designated Substances, etc.
  - Cemeteries – Funeral, Burial, and Cremations Act
- General knowledge of municipal budgets and ability to assist in establishing, monitoring and controlling expenditures.
- Excellent communication skills, interpersonal skills and commitment to providing outstanding service to both staff and customers.
- Demonstrated organization and time management skills
- Ability to read and interpret legislation, technical journals, manuals, design drawings, by-laws, and supplier information.
- Ability to effectively interact with Township staff, local groups, external agencies, the public and other stakeholders.
- Demonstrated experience with training, on-boarding, and standard operating procedure development and implementation.
- Proficient in Microsoft Office, GIS software, payroll software, and work order software (Citywide).
- Valid Class G driver's license, with a clean drivers abstract.

## **Working Conditions:**

- Minimum 40-hour work week.
- Work environment includes both office and outdoor settings.
- Frequent site inspections and exposure to outside weather conditions in all seasons.
- Must be physically fit and able to stand for long periods at a time.
- Potential for exposure to typical construction hazards.

Interested applicants are invited to submit their resume via email to: [hr@woolwich.ca](mailto:hr@woolwich.ca) before **4:00 pm, Friday, February 14<sup>th</sup>**. **Please quote job posting 2025-02.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.