

The Municipality of Grey Highlands invites applications for:
Manager of Parks & Recreation
Permanent, Full-Time (37.5 hours/week)
\$51.48 - \$60.22/hour

Join our team of dedicated and professional staff, and experience a collaborative, supportive work environment where your efforts are appreciated, and your growth valued. You will have the unique opportunity to work with some truly inspirational community leaders and collaborate with colleagues to accomplish organizational objectives, shaping the future of Grey Highlands together. If you are ready to immerse yourself in an enriching, fast-paced role and contribute to the continuing development of Grey Highlands, we are eager to hear from you.

Due to a vacancy, the Municipality of Grey Highlands is receiving applications to fill the permanent full-time position of Manager of Parks and Recreation. Reporting to the Director of Community Services, the successful candidate will perform duties in accordance with departmental and corporate work plans and priorities.

What we offer:

- Employer-paid benefits package (extended health and dental care), including life insurance and an Employee Assistance Program
- Contributory Pension Plan (OMERS) eligibility for all employees
- Paid vacation days and personal days
- Training and Development Opportunities
- The Municipality of Grey Highlands is dedicated to promoting diversity, equity, inclusion, and belonging in the workplace. We celebrate and welcome the diversity of all employees.

What you will do:

- Provides overall management of all Municipal public facilities, arenas and greenspaces.
- Supervises and provides leadership to all Parks & Recreation operational staff including training and development, compliance with standards and individual personal development planning.
- Directs, coordinates and supervises operations staff to ensure adequate service levels, facility programs, event schedules, levels of cleanliness, health and safety and maintenance standards are maintained.
- Arrange repairs to facility, equipment and building systems; establish and follow through on a preventative maintenance program; maintain the physical assets of all facilities. Arrange appropriate inspections and scheduling of contracted maintenance at facilities, including but not limited to, ice pad maintenance, HVAC systems and TSSA inspections.
- Oversees departmental fleet, including scheduling maintenance and repairs.
- Develops and implements Standard Operating Procedures, ensuring adherence to corporate policies and applicable legislation(s).
- Prepares for approval and monitors all contractual agreements relating to building and facility operations.
- Develops and monitors annual work plan for operations.
- Prepares and manages operational and capital budgets.
- Works effectively with external contractors, leaseholders and other Municipal departments.
- Leads and participates in divisional and business unit projects, priorities and work task teams.
- Responsible for the management of departmental assets, according to best practices and the Municipality's Asset Management Plan. Participates as a member of the Municipal Asset Management Team.

- Responsible for the identification, implementation and monitoring of best practices for risk management.

Assists the Director of Community Services to determine corporate performance and direction. This includes, but is not limited to:

- Identifying future needs during the preparation of operating and capital budgets.
- Making recommendations related to staffing levels, hiring, discipline, performance evaluations, staff development and deliver recommended outcomes to personnel as required.
- Recommending contract awards, negotiating contract provisions, and coordinating, reviewing contractor performance.
- Preparing reports and making recommendations related to the overall function of facilities and recreation in the Municipality; including but not limited to parks, community halls, arenas and programming.

Develops and maintains good working relationships with Council, staff and the public which includes:

- Assists in resolving employee and human resource issues as they relate to employees, in collaboration with the Director and Human Resources Manager when necessary.
- Actively participates in management lead teams and initiatives.
- Attend Council meetings as required.
- Advises senior management team, citizen groups, residents, and contractors on priority issues and directives.
- Ensures prompt handling of service requests and inquiries received from the public, Council and other municipal departments.

Responsible, as a supervisor, for health & safety under the Occupational Health & Safety Act (OHSA). This includes, but is not limited to:

- Ensuring employees are properly trained in health & safety responsibilities, use of equipment, and are aware of potential dangers on the job and how to deal with them.
- Providing safe and proper equipment, standard operating procedures, supervision and communication (including written instruction), current SDS sheets, etc.
- Cooperating with the Joint Health and Safety Committee (JHSC) to provide a safe and healthy work environment and take every precaution reasonable in the circumstances.
- Ensuring employees are working safely within the law and using safe work practices and procedures (wearing personal protective equipment (PPE), ensuring all guards are in place, understanding and following standards operating procedures), and evaluating performance.
- Developing and maintaining an understanding of the OHSA, health & safety policies, and identifying and reporting concerns to the Department.
- Investigating and reporting accidents and injuries.

What the ideal candidate will possess:

- Post secondary education in a trade related to facility management and operations (or equivalent) with 3-5 years experience in building operations or equivalent combination of education and experience.
- Professional qualifications related to community centre, arena and/or multi-sport facility operations (CIT designation, basic/advanced refrigeration, and "B" Ticket preferred).
- Valid CPR and First Aid Certification or willingness to obtain.
- Excellent leadership, planning, organizational, problem-solving and time management skills.
- Demonstrated supervisory, leadership and team-building skills required.
- Strong interpersonal skills.
- Ability to multi-task.

- Excellent oral and written communication skills.
- Ability to establish effective working relationships in a team environment and provide excellent customer service.
- Proficiency in Microsoft Office (Outlook, Word, Excel); working knowledge of municipal asset management and financial software experience would be considered an asset.
- Working knowledge of Municipal legislation.
- Ability to provide accurate detailed and consistent information for decision-making.
- Work with other Senior Municipal Staff and Council in a fast-paced team environment.
- Valid G license.

What we will require:

- A Police Criminal Record Check satisfactory to the Municipality
- Proof of your current and valid certificate(s), licenses and/or educational qualifications
- Three valid references for a background check

Candidates for the above position are invited to submit resumes **along with a cover letter**, preferably by e-mail, referencing **“Manager of Parks & Recreation”** prior to **4:00 PM on Friday, March 7, 2025** to Jackie Groves, Human Resources and Health & Safety Coordinator, 206 Toronto St. South, PO Box 409, Markdale, ON N0C 1H0; **careers@greyhighlands.ca**

We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted. For more information, please visit greyhighlands.ca