



Position Title:	Manager of Parks and Recreation Facilities	Competition No:	2025-21
Department:	Culture, Recreation and Green Transportation	Close Date:	Until Filled

Position Details:

Salary Range: \$80,145.52 to \$92,057.06

Hours of Work: 40 hours/week

Employment Type: Permanent

About Us:

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests.

The Opportunity:

The City of Selkirk is currently in search of a **Manager of Parks and Recreation Facilities**. Under the direction of the Director of Culture, Recreation, and Green Transportation, the Manager of Parks and Recreation Facilities is responsible for the effective and efficient operation and maintenance of all public parks, municipal recreation facilities, athletic fields, and events.

Job Duties:

1. Leadership & Employee Development
 - Consult with the director establish annual goals and objectives for the division.
 - Support an environment that encourages creative thinking and innovation; stimulates others to learn; and inspires others to perform to their highest potential.
 - Manage appropriate succession planning and works with management to support training plans to ensure employees are competent and qualified to perform their duties.
 - Influence and inspire others to achieve goals and objectives.
 - Lead others in adapting to innovative work environments and ensures awareness of department initiatives, decisions, committees, policies, etc., is communicated.
 - Communicate and guide others to understand delivery of effective services and achievement of objectives and interpersonal relationships.
 - Promote productive employee relations while guiding and coaching employees and supervisors.
 - Demonstrate a commitment to the organization by actively participating in committees, programs, and organizational initiatives.

- Direct, administer and monitor all work assignments, equipment, and inventory supplies within the division, including the maintenance of records of daily time, preparation of time for payroll to ensure the efficient and effective provision of services to other departments and divisions.
2. Administrative Management:
- Prepare reports, processes, and procedures for accomplishing approved objectives including the development of methods, standards, scheduling, and reporting systems for the effective delivery of services by the division.
 - Develop, implement, apply and review policies, in accordance with the City's Policy System policy, and objectives related to Department and Division initiatives, including program planning, user fee and rate reviews.
 - Participate in the hiring process for personnel within the division as per the City's hiring policy.
 - Participate as a member of the departmental management team. Responsible for the division's committee meeting agendas and attending meetings as required.
 - Responsible for providing strategic advice to management and attending management meetings, as required.
 - Establish efficient work schedules to reduce labour costs and meet the objectives of the department.
3. Parks and Recreation Facilities Management
- Provide maximum value from community resources, by being directly responsible for the operation of all City parks, playgrounds, athletic fields, recreation facilities, indoor and outdoor skating rinks, halls, pool, dog park, trails, and assist in City Events.
 - Responsible for the preparation, control and scheduling of staff of all those facilities under the direct control and/or operation of the Department.
 - Maintain knowledge of safe and proper care and cultivation of lawns, trees, shrubs and other vegetation.
 - Coordinate with the Manager of Public Works and/or the Manager of Climate Action and Environmental Services to effectively manage resources to complete shared projects between the divisions.
 - Direct work assignments of contractors hired within the Division and monitor completion of all assignments as per the contract documents.
4. Financial Management:
- Prepare and submit the division's annual operating budget to the director and effectively monitor and control all division expenditures and revenues.
 - Coordinate with the Manager of Buildings and Fleet to prepare and submit the division's annual capital program.
 - Liaise with the Manager of Buildings and Fleet prior to all capital projects commencing.
 - Advise the director and undertake the purchase of equipment, tools and supplies for the division in accordance with the City's Procurement and Tendering Policy.
5. Exceptional Citizen Service:
- Ensure the efficient and effective provision of services to internal and external stakeholders.

- Provide a vibrant, safe, and healthy community, by researching all matters impacting upon the provision of Services and to assist in the preparation of long range and short-term planning.
 - Respond to inquiries from senior management.
 - Work with all City departments and personnel to support City initiatives.
 - Collaborate with the Citizen Engagement team to communicate the objectives of the division.
6. Safety and Emergency Management
- Act as a member of the Local Emergency Response Control Group and provide support services in the event of an emergency as required.
 - Act as back-up to the Director of Emergency Social Services as part of the Local Emergency Response Control Group.
 - Respond to emergency situations after normal working hours, assessing the need for and mobilizing manpower and equipment to address the situation in an expedient and cost-effective manner.
 - Ensure all safety procedures and respectful workplace standards are followed by all personnel throughout the division.
 - Create and maintain safe work procedures for the division ensuring approval from the workplace safety and health committee.
7. Capital Asset Management Program
- Understand and comply with the City's Capital Asset Management policies.
 - Support the development and delivery of the City's Capital Asset Management Program by providing professional advice and undertaking related tasks as needed.
 - Develop and maintain a preventative maintenance program for all assets in the division.
8. Climate Action and Environmental Stewardship
- Support the assessment and reassessment of the City's practices, identifying opportunities for optimization, improvement, and innovation all towards the goal of reducing the City's environmental footprint.
9. Perform Acting Director responsibilities as required from time to time.
10. Perform other related duties as assigned.

Qualifications and Minimum Requirements:

Minimum qualifications shall include:

- Successful completion of a Diploma or Degree from a recognized post-secondary institution in, Recreation Management, Business Management or equivalent combination of education and experience in a related field.
- Five (5) years directly related experience with increasing responsibility, preferably in a municipal environment.
- Proficient in using Microsoft Office Suite, email and internet, and the ability to learn new

technology as required.

- Valid Class 5 or G Driver's License
- Successful completion of courses in supervision or management of personnel, budget and record keeping.
- Knowledge and understanding of the operation and maintenance of arenas and swimming pools.
- Knowledge of horticulture.
- Valid First Aid and CPR Certification.
- Excellent communication skills both orally and in writing. This includes the ability to understand and deliver written and verbal instructions.
- Experience providing exceptional customer service.
- Demonstrated ability to establish and maintain effective working relationships with individuals at all levels of the organization and external contacts.
- Ability to be accessible and responsive to urgent calls and emails during off-hours.

Desired qualifications:

- Manitoba Refrigeration Class Power Engineer Certificate.
- Certification in Pool/Spa Operation.

Apply:

Visit our website <https://www.myselkirk.ca/employment> to apply online via our [Career Connector](#) website. Applicants will need to create a profile and submit an application for consideration.

Comments:

This is a Full-Time Non-Union Permanent position. Applications will be accepted until the position has been filled.

The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the [City's Human Resources Division](#).

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

NOTE: Employees will be required to adhere to the City's Vaccination Policy.