



ASSISTANT SUPERVISOR, FACILITIES **Permanent Full-Time (40 Hours per week)**

Why Choose Loyalist for Your Next Great Career Opportunity? Loyalist Township is committed to developing employees who are passionate about making a difference. We support employees to grow their strengths, and together we will reach our collective full potential as an employer of choice. We offer excellent pay and benefits including OMERS, a defined benefit pension plan. Service to our community, and to each other is what we do.

This is an exciting time to join the Township. You'll have the rare opportunity to help open a brand-new aquatic facility and play a role in the renewal of a 50-year-old recreation centre—two legacy projects that will serve our community for generations. This role offers the chance to make a lasting impact while working alongside a dedicated team that values innovation, collaboration, and community service.

Loyalist Township is a growing community of over 18,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts an amazing downtown core right on Lake Ontario, full of excellent restaurants and nightlife offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

Annual salary: \$92,989- \$108,784

How to Apply: Interested applicants are invited to apply online through our [Careers](#) website by 11:59 p.m. on Sunday, February 1, 2025.

POSITION SUMMARY:

This role is an integral part of service delivery for residents and visitors of Loyalist Township including contribution to the achievement of the Strategic Plan and the Parks and Recreation Masterplan.

Reporting to the Supervisor, Parks and Facilities, the Assistant Supervisor, Facilities is responsible for the overall quality maintenance of recreation and Township facilities. The Assistant Supervisor, Facilities provides day-to-day supervision, and technical guidance to division staff engaged in facility operations in accordance with Township policy, facility practices, operations and maintenance and divisional programs. This position is partially responsible for evening and weekend leadership support as a member of the leadership team in addition to providing leadership support to the Parks and Facilities Supervisor. The delivery of these services plays a key role in building a strong community as part of the Corporate Strategic Plan by strengthening and promoting quality of life, health and wellbeing.

RESPONSIBILITIES

OPERATIONS & SERVICE DELIVERY

- Provide supervision and direct the day-to-day operations regarding facility operations including recreation and municipal facilities. Includes all operational activities and associated inspections.
- Provide guidance and support regarding infrastructure and asset maintenance issues and failures, evaluate solutions, make recommendations on courses of action and engage Supervisor for complex decision making.
- Assist in the planning, organizing, and coordinating of regular recreation and municipal facilities operations, activities, and special events. This includes the operation of the pool and arena.
- Provide services (enquiries and complaint resolution) to both internal and external customers in a timely and courteous manner.

STAFF MANAGEMENT

- Monitor staffing levels, identifying/initiating and participating in recruitment needs, provide coaching, and recommend discipline, termination and promotion of staff in collaboration with the Supervisor, Manager and Human Resources Division.
- Supports talent management processes, training and development, and health and safety protection for the assigned team.
- Assign work and equipment, address attendance concerns, approve timesheets, problem solve and address complaints.

BUSINESS PLANNING & FINANCIAL MANAGEMENT

- Assist with policy and procedure development, capital works projects, planning, budget tracking, administration, and operational direction of the Township's facilities programs. Participate in project planning including development of manpower, materials, and costing estimates.
- Prepare clear and concise reports, correspondence, and other documents, and maintain up-to-date and accurate data and records. Prepare specifications for quoting, completing purchase orders and requisitions.
- Review and completion of ordering and maintaining appropriate stock levels of supplies.

HEALTH & SAFETY

- Responsible to maintain current knowledge of safe operation for each piece of equipment and or tool that is used by staff and be familiar with all the specific safety devices and procedures for specific equipment, to ensure staff are trained in the safe use of equipment.
- Responsible as a Supervisor for health and safety, including enforcing health and safety within requirements of legislation and policies, regularly holding safety talks, and recording these, acting on reported hazards, and ensuring a safe and clean environment is maintained.
- Investigate, with others, all employee/equipment accidents, equipment/property damage to determine root cause(s) and make recommendations on corrective actions and assist with reporting and investigating all incidents involving personal injury.

GENERAL

- Liaise with governmental and regulatory officials, Township staff, private and community organizations, developers, contractors, and others encountered in the course of duties.
- In the case of an emergency, may be required to operate equipment.

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

MINIMUM QUALIFICATIONS:**Education**

- A two (2) year college diploma in recreation and leisure studies, Building Technology, or a trade related to Facilities Maintenance or a related field.

Must possess or be able to obtain:

- Certificate for Small Drinking Water Systems (O. Reg 319/08)
- Pool Operator Certification (CPO)
- Basic Refrigeration
- Facility Operator Course Certificate
- First Aid and CPR Certification
- Health & Safety for Supervisors

Experience

- Three (3) years' related work experience in a facilities operations and maintenance role including coordinating repairs and maintenance schedules and contractors.

Knowledge/Skill/Ability

- Demonstrated leadership skills including the ability to motivate, recognize, and supervise staff in a respectful, fair, and consistent manner.
- Motivation and ability to develop further supervisory and leadership skills and participate in continuing education for succession planning.
- Effectively work as part of a team and independently, demonstrating good interpersonal skills, tact, and diplomacy.
- Ability to implement and complete projects independently or through supervising teams, with minimal supervision.
- Ability to oversee individual division staff and work crews, in a unionized setting, to ensure safe and productive work is performed, through adherence to policies and procedures.
- Good understanding and knowledge of arena, pool and/or facility maintenance operations.
- Solid understanding of the Occupational Health and Safety Act, and other applicable legislation.
- Demonstrated ability to safely and competently operate various types of equipment including, but not limited to, EC/pH meters, ice maintenance equipment including ice resurfer, and common tools in a safe and efficient manner.

- Customer service and public relations skills, the ability to be professional and courteous when interacting with the other staff and the public at role-model level.
- Good communication skills, including the ability to write reports, and maintain and communicate data and information.
- Proficient time management and record keeping skills and flexibility in adjusting between a variety of duties.
- Demonstrated proficiency with Microsoft Office software, including Word and Excel.
- Self-motivated with the ability to stay current in knowledge and skills.
- Good problem-solving and analytical skills with the ability to make sound and timely decisions under stressful conditions, including the ability to conduct quality research and analysis.
- Thorough understanding of risk assessment and risk management.

Other Requirements

- Possess and maintain a valid Class 'G' driver's license, in good standing and reliable vehicle to use on corporate business.
- Obtain and maintain satisfactory Criminal Record Check (CPIC).

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

WORKING RELATIONSHIPS:

Internal

Regular communication with all Facilities staff and other municipal departments

External

Regular communication with contractors, vendors and members of the public

WORKING CONDITIONS:

- Normal office environment (office at arena) working conditions apply when completing administrative tasks.
- On-Call for facility support and emergencies after hours.
- Exposure to chemicals, job sites, construction hazards, etc.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. Loyalist Township reserves the right to amend this position description at any time.

Loyalist Township values a diverse workforce and looks to attract and retain people who will work together to provide excellent service to our residents, visitors, business partners, and each other. If you are looking for a rewarding opportunity to work with a team of professionals dedicated to promoting the quality of life and prosperity of our community, come join us!

In accordance with the *Accessibility for Ontarians with Disabilities Act*, Loyalist Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Human Resources team at hr@loyalist.ca or 613-386-7351 ext. 149 if you require accommodation.