



Manager, Recreation Facility Operations

Permanent, full-time (35 hours/week)

\$119,137.20 - \$148,930.60 per annum

At the City of Leduc, our mission is **People. Building. Community.** We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

Come work with us!

The City of Leduc is proud to provide high-quality recreation facilities that support community well-being, sport, and connection. Our Recreation Services team plays a vital role in delivering safe, welcoming, and reliable spaces for residents, user groups, and visitors.

We are currently seeking a **Manager, Recreation Facility Operations** to provide strategic leadership and operational oversight across the City's recreation facilities. This is a key leadership role for a service-driven professional who excels in people leadership, operational excellence, and risk-based decision-making.

What is the Opportunity?

Reporting to the **Director, Recreation Services**, the Manager, Recreation Facility Operations is responsible for the safe, efficient, and reliable operation of recreation facilities, including ice arenas, fieldhouses, recreation facility common spaces, custodial services, and event setup supports.

This role exists to ensure facilities are operated to high service, safety, and operational standards while supporting programs, bookings, special events, and community use. You will lead teams, oversee maintenance and asset management, provide emergency management leadership, and collaborate across business units and with external partners to align facility operations with departmental goals and corporate priorities.

What will you do?

In this role, you will provide oversight of facility operations, safety, staffing, and service delivery. Key responsibilities include:

- Lead and supervise supervisors, facility operations staff, custodial teams, and contracted service providers, fostering a high-performing and engaged workplace culture.
- Oversee day-to-day and long-term operations of recreation facilities, ensuring facilities are safe, well-maintained, and responsive to community needs.
- Plan and coordinate operational support for facility bookings and special events, including staffing, setup, takedown, and post-event cleaning.
- Provide leadership in emergency management, safety, security, and incident response, including emergency preparedness planning, business continuity, and risk mitigation.
- Oversee preventative maintenance and lifecycle management of recreation facility assets and specialized equipment.
- Act as a key liaison with internal City departments, enforcement services, contractors, and external partners to ensure coordinated and effective service delivery.
- Prepare, manage, and monitor operating and capital budgets, including forecasting, variance management, and financial reporting.
- Analyze operational data, KPIs, facility utilization, and incident trends to support continuous improvement and informed decision-making.

- Contribute to departmental planning and decision-making as a member of the Recreation Services management team.

Who you are?

You are a collaborative and strategic facilities leader with strong operational judgment and a commitment to service excellence. You bring:

- Post-secondary education or technical training in facility administration, building trades, or a related field (equivalent combinations of education and experience will be considered).
- A minimum of **7 years' experience** in recreation facility operations, preferably in a multi-functional public recreation facility.
- **5–6 years' experience** in a leadership or supervisory role.
- Demonstrated knowledge of arena and recreation facility operations, including safety, maintenance, and service delivery.
- Knowledge of Occupational Health and Safety legislation and emergency management practices.
- Proven experience leading teams across multiple locations and extended hours of operation.
- Strong interpersonal, communication, organizational, and decision-making skills.
- Ability to thrive in a fast-paced environment while balancing competing priorities.
- Experience working in a municipal government environment is considered an asset.

Assets include

- BOMI or IFMA Facility Management designation
- Alberta Recreation Facility Personnel Arena and Pool Operator certifications
- Class 5 driver's license

What we Offer?

Working for the City of Leduc means joining a leadership team that values trust, collaboration, and meaningful impact. In this role, we offer:

- **Competitive compensation and comprehensive benefits**, including a defined benefit pension plan, extended health and wellness supports, and paid 3 weeks' Vacation per year.
- **Employee Family Assistance Program**
- **A collaborative and value-driven workplace**, where integrity, accountability, and teamwork guide how decisions are made and how success is shared.
- **Work-life balance and a culture of belonging**, supported by flexible thinking, respectful collaboration, and a focus on sustainable workloads.
- **A free annual pass to City of Leduc recreation facilities**, including access to drop-in programs to support your health and well-being.

Important Notes!

- The successful candidate must provide a current **Criminal Record Check** at their own expense.
- Please include a cover letter outlining how your experience aligns with this role

Ready to Join Us?

If you are a service driven facilities leader who excels at building strong partnerships, leading teams, and delivering safe, efficient, and reliable facility operations, we encourage you to apply and help shape the future of Facility Operations at the City of Leduc.-driven facilities leader who excels at building strong partnerships, leading teams, and delivering safe, efficient, and reliable facility operations, we encourage you to apply and help shape the future of Facility Operations at the City of Leduc.

Apply today at www.leduc.ca/careers.

The competition closes at 11:59 PM (MT) on February 27, 2026.

Due to the high volume of resumes received, we are not able to respond to individual phone calls. This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest, however, only those selected for interviews will be contacted.