

Job opportunity

The Corporation of the Town of Orangeville invites applications for the position of

Manager, Facilities and Parks

Community Services department

(full-time position, 35 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and just moments away from the natural beauty of the Niagara Escarpment, the Town of Orangeville (Town) offers an excellent combination of location, small-town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to over 30,000 residents and is the largest urban community and regional service centre within Dufferin County.

Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a values-based, thriving and collaborative work environment that supports our employees' success. Our values of respect, integrity, team and excellence (RITE) aren't just words—they're what we live by every day. They guide how we work together, do what is "RITE", make decisions and support each other. These values form the foundation of our workplace culture, helping us grow stronger as a team and better serve our community. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

Position description

Due to an upcoming retirement, the Town has an opportunity available for the position of Manager, Facilities and Parks. The start date of this position is expected in late summer. This position is responsible for professional leadership and planning of the key functions including parks, open spaces, corporate and community facilities. The Manager, Facility and Parks, provides strategic advice and has accountability for both the operating and capital budgets, as well as management of the Towns' assets.

Job duties

- Overseeing and ensuring service standards, risk management, and complying with legislation; assuming management responsibility for assigned services; monitoring and evaluating service delivery methods and procedures; and ensuring energy savings and operational efficiencies.
- Representing the department in the recruitment process; providing training, mentoring, coaching, and supervision of staff; developing and implementing work

plans leading to a highly productive and positive work environment; and monitoring operational effectiveness and adjusting when and where necessary.

- Advising and assisting the General Manager of Community Services in long range and strategic planning, operating and capital budgets, implementing revenue generating initiatives and the preparation of processes, policies, and procedures.
- Managing the implementation of strategies in the areas of asset management, maintenance programs, building operations, energy management, sports field, playground safety and CSA compliance; managing, directing and overseeing construction/renovation contracts; and analyzing community need for facilities and buildings.
- Actively participating and representing the Town on regional, interagency Council and Council committees; authoring or reviewing detailed reports to Council; and working collaboratively with Town departments, user groups/partners, community service groups, and service providers.
- Negotiating, monitoring and evaluating terms and conditions on behalf of the Town with external contractors, tenants and stakeholders; and negotiating funding, purchasing of service agreements, donations, services/products in kind, and partnerships.
- Assessing matters within the scope of the role, taking appropriate action, and supporting outcomes in collaboration with the General Manager, Community Services; ensuring employees/contractors work in compliance with the Occupational Health and Safety Act and the Town's policies and procedures; and taking every reasonable precaution to protect the workers.
- Other duties as assigned.

Qualifications

- Diploma in Recreation and/or other Facilities Management, or related field.
- Demonstrated progressive experience in a facility and/or parks management role, minimum five (5) years of related management and progressive supervisory experience.
- Demonstrated experience with managing community/corporate facilities and parks.
- Project management and procurement experience.
- Valid Class G drivers license.
- Demonstrated knowledge of various computer applications, Microsoft Office programs and recreation booking software.
- The ability to work independently, as a team member and/or leader while interacting effectively with all levels of staff, to build a co-operative and collaborative working relationship with internal and external customers.

- The ability to effectively lead a team of skilled operators.
- Proven knowledge or background in municipal policy and procedure development and implementation.

Successful candidates will be required to complete a background check, including but not limited to a Criminal Record and Judicial Matters Check, in accordance with the duties of this position.

Salary range: \$142,429.92 to \$166,622.82, band 14 on the Town's 2026 pay grid plus a comprehensive benefits package

Qualified candidates are invited to apply no later than 4 p.m. on **May 29, 2026**. Applications may be submitted online at orangeville.ca/jobs or in person at Town Hall, 87 Broadway, addressed to Human Resources. Please do not email your application. Please note that only those who are selected for an interview will be contacted by Human Resources.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including police record checks, may be required as part of the hiring process for certain employment or volunteer positions. When requested, applicants are required to provide a police record check as a condition of their offer of employment. Police record checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of police record check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process, and applicants are asked to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.

The Town recruitment software has applicant tracking capabilities, including the use of artificial intelligence (AI) to assess applications.

Questions about this posting?

Human Resources, Town of Orangeville
Email: hr@orangeville.ca
Phone: 519-941-0440 ext. 7304