



## Director, Parks & Facilities Development and Facility Services Community Services Department

### About Milton

Join one of Ontario's fastest-growing and most dynamic municipalities. The Town of Milton is proud to deliver high-quality, sustainable municipal services that support a vibrant, inclusive, and forward-looking community where residents thrive, businesses succeed, and nature is respected and protected.

Our vision is to foster a safe, diverse, and welcoming environment—one that honours its natural landscapes and rich heritage, supports thriving and inclusive neighbourhoods, nurtures a strong and balanced economy, and offers exceptional opportunities to live, learn, work, and play.

### What We Offer?

This position is eligible for the following:

- **Annual Salary Range:** \$160,572 - \$200,714
- **Benefits:** Regular full-time employees receive a comprehensive benefit package, with all premiums paid by the Town, an Employee Assistance Program, top-up maternity/parental leave benefits and life insurance.
- **Eligibility to participate in the OMERS pension plan**
- **Paid time off**, including vacation, incidental and volunteer days
- **Employee perks/discounts:** Discount on [Active Living Pass](#) and Perkopolis
- **Flexible work arrangements**, including hybrid work options and participation in the Town's compressed work-week program (*for eligible positions*)
- For further details of what we offer, please visit [Why Milton](#)

### Position Summary

Reporting to the Commissioner, Community Services, the Director is accountable for the leadership and delivery of two distinct business units: Facility Services and Parks & Facilities Development. This role oversees day-to-day operations across all Town recreation and civic facilities while also leading the development and re-development of parks and facilities. Responsibilities include oversight of the corporate energy management and sustainability portfolio. This role is a member of the Leadership Management Team and is accountable for applying operational and business expertise to advance the strategic direction of the municipality.

### Key Responsibilities Include:

**Provides strategic leadership and direction to the division ensuring alignment between day-to-day operations, capital planning and delivery, community needs and corporate priorities.**

- Collaborates with internal stakeholders to support the coordination of various portfolio activities and services within the Community Services Department
- Provides leadership and champions innovation related to emerging and tested park and facility designs that respond to energy conservation, sustainable development and operational efficiency
- Leads the development of policy and program implementation related to the division
- Serves as a key member of the Department Emergency Control Group
- Prepares and presents reports to the Strategic Management Team and Council as required
- Builds strong relationships with internal departments, external agencies, consultants and community stakeholders to reach shared business objectives
- Develops short and long-term business/strategic plans for the respective business units

**Provides overall management of the financial resources and leadership to division staff to ensure division goals and strategies are in line with the strategic plan and department objectives.**

- Leads and develops a multi-disciplinary team including coaching, mentoring and motivating staff to achieve corporate goals
- Promotes effective employee relations by encouraging increased engagement, integration and productivity as well as promoting and encouraging ongoing learning and professional development
- Provides leadership and accountability for the planning, development, and management of divisional capital and operating budgets, and works with staff and other divisions to ensure overall budgets are coordinated and aligned with corporate direction
- Ensures annual capital budget planning and forecast budget planning including Facility Audits and any reports, regulations or studies related to parks and facilities are completed as required
- Develops and amends appropriate Fees and Charges for the division and prepares for the annual bylaw
- Establishes financial goals, key performance indicators and identification of new program initiatives and enhancements
- Complies with and assumes appropriate supervisory responsibility for compliance with all health and safety practices in the Division in accordance with standard operating guidelines and the Occupational Health & Safety Act

**Strategic management of Parks and Facility planning needs for existing and new assets and oversees the safe, efficient and customer-focused operation of all Town facilities.**

- Leads and/or participates in planning studies to assess, inform and define future facility requirements (various master plans, feasibility studies, business plans)
- Oversees, in conjunction with Division staff, long-term park and facilities planning responsibilities, including lifecycle renewal planning and asset management for Town properties within the division's mandate
- Leads the provision of safe and comfortable environments for those using Town facilities; includes policy and standards development and monitoring processes for adherence
- Oversees facility security needs and the coordination of security services as required
- Oversees service delivery standards to ensure facilities meet programming needs and community expectations
- Oversees the development and execution of various communication plans to ensure resident satisfaction
- Leads the development and revision of standards for preventative and operational maintenance, repairs and cleaning programs for Town facilities within the division's mandate
- Acts as the Corporate lead on property management with third party businesses and organizations and liaises with relevant Departments in this regard
- Develops, monitors and oversees third party leases and agreements for user groups, other agencies, equipment and facility service contacts
- Participates in or assigns staff to projects related to asset management, infrastructure management and PSAB requirements, and MPMP reporting
- Leads space planning activities across Town facilities

#### **Minimum Qualifications**

- Post-secondary diploma or degree in a related field and/or a combination of relevant post-secondary education and related experience
- Ten (10) years of progressive experience in municipal facilities, parks/facility development, recreation, or related service delivery environments
- Experience overseeing multi-site facility operations (maintenance, custodial, security, utilities/energy management, contracts and tenant/user relations)
- Experience overseeing capital project delivery for new and redevelopment projects, including procurement, consultant management, budgeting, scheduling and risk management
- Five (5) years of progressive people-management experience, including leading both operational and professional/technical teams

- Extensive knowledge of facilities operations, capital project delivery, risk management, and applicable legislation and regulations governing municipal service delivery (e.g., ESA, OHSA)
- Strong customer service focus and ability to effectively lead and motivate teams
- A thorough knowledge and ability to interpret and apply relevant legislation, policy, guidelines and best practices
- Effective financial control, strategic planning, report writing, presentation and public relations skills
- Experience working with Council, community partners and stakeholder/volunteer groups
- Strategic leadership, effective negotiation and dispute resolution skills with the ability to exercise political acuity
- Working knowledge of varying construction delivery methodologies including Design/Build, Design/Bid/Build and Construction Management

### **Preferred Qualifications**

- Post-secondary degree in Engineering, Architecture, Construction Management, Facilities Management, Business Administration, Public Administration or a related field
- Experience leading significant, multi-year municipal capital programs and/or large, multi-site facility operations portfolios, including employee relations and major service contracts
- Project Management Professional (PMP) designation and/or professional registration (e.g., P.Eng., OAA/Architect) or other relevant facilities/asset management credential

### **Note to Applicants**

This posting is for an existing job vacancy.

The Town is an equal opportunity employer, committed to fostering a diverse, inclusive, accessible, and respectful workplace. We encourage applications from all qualified individuals and are dedicated to fair and transparent hiring practices.

We thank all who apply, however only those selected to move forward in the process will be contacted.

### **Accommodations**

Should you be selected to participate in the recruitment process, please inform Human Resources of any accommodations you may require. We will work with you to ensure your full participation in the process.

### **How to Apply**

Interested applicants are invited to apply online at [www.milton.ca](http://www.milton.ca) under the Employment Opportunities section. Please ensure your application is submitted by 11:59 pm on September 24, 2026.

***If you are currently employed with the Town of Milton, please apply internally through the Jobs Hub app of your Workday account in order for your application to be processed as an internal applicant.***

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.