

# CORPORATION OF THE TOWNSHIP OF ALFRED AND PLANTAGENET

## JOB DESCRIPTION

**TITLE:** Supervisor of Recreational Facilities

**SERVICE:** Parks and Recreation Department

**SUPERVISOR:** Director of Parks and Recreation

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### SUMMARY OF FUNCTIONS

Reporting to the Director of Parks and Recreation, the Supervisor of Recreation Facilities is responsible for inspecting and maintaining all equipment, structures, infrastructure and municipal buildings, excluding community halls housekeeping. The Supervisor coordinates the management, planning, assignment, coordination, supervision and execution of tasks and maintenance and repair work, as well as operations carried out by recreational facility attendants and seasonal employees assigned to the Recreation Department's recreational facilities.

### DUTIES AND RESPONSIBILITIES

#### PROGRAM/SERVICE

- Act as a worker-supervisor,
- Perform general maintenance work and contribute to the coordination of events as well as the organization of the duties of Parks and Recreation Department employees. This includes carrying out tasks, work and operations related to the maintenance and repair of equipment, playground structures, recreational infrastructure and municipal buildings (community halls, skating chalets, recreation centers, shelters, recreational warehouses, etc.),
- Perform seasonal start-up and shutdown operations for equipment, playground structures, and recreational facilities including swimming pools, baseball fields, tennis courts, docks and marina facilities, skating rinks, recreational trails, etc.,
- Conduct regular inspections of equipment, playground structures, recreational facilities, and municipal buildings to identify any risks or malfunctions. Ensure that technical records are kept and updated, and that maintenance reports are duly completed,
- Prioritize maintenance work in parks, the Larocque Woods, and green spaces, including:
  - Emptying garbage cans,
  - Mowing the lawn in a timely manner,
  - Maintaining the sports facilities and trails according to the expected standards.

- Respond to and investigate complaints, present details and, where appropriate, make recommendations to the Director. In special, exceptional or urgent cases, rectify or correct the situation,
- In collaboration with the Director of Parks and Recreation, respond to requests for information from Council members, municipal employees and, Township residents on matters related to the Parks and Recreation Department or refer applicants to the appropriate staff, as necessary,
- In collaboration with the Director of Parks and Recreation, oversee the management of stocks of equipment, products and supplies and make purchases to ensure the proper functioning of the Parks and Recreation Department,
- Assist in the preparation and review of tenders and the supervision of the work of contractors and consultants,
- Participate in the application of emergency measures, as required,
- Perform any other related duties as assigned by the Director.

## **HUMAN RESOURCES**

- Supervise recreation facility attendants and seasonal workers assigned to recreation facilities,
- Assign duties and responsibilities to the Department's employees,
- Suggest disciplinary measures for the Department 's employees to the Director.

## **FINANCIAL RESOURCES**

- Collaborate in the development of the Parks and Recreation Department's budget,
- Assist in the control of the Department's expenditures in accordance with approved budget policies,
- Ensure the sound management of financial resources authorized by Council, the Chief Administrative Officer, and the Director.

## **MATERIAL RESOURCES**

- The material resources are: a cell phone, a tablet, a truck and all the equipment, materials and tools necessary for the maintenance and repair of municipal equipment, structures, infrastructure and buildings,
- The employee is responsible for the materials and equipment assigned to him by his supervisor and must ensure the safe operation and maintenance of such equipment,
- The incumbent shall maintain the confidentiality of all documents transmitted to him or her in accordance with applicable laws, regulations and policies.

## **SKILLS AND EFFORT**

### **KNOWLEDGE/EXPERIENCE**

- Hold a high school diploma or equivalent,
- Be a member of the *Ontario Recreation Facilities Association Inc.* (ORFA) and hold the *Certified Recreational Facilities Professional* (CRPF) certification, or be able to obtain the certification,
- Two (2) years of experience in the maintenance and repair of equipment, structures, infrastructure, and buildings,
- Knowledge and trained in occupational health and safety and first aid,
- Good ability to communicate in French and English (oral and written),
- Possess a valid Class G driver's license,
- Demonstrate the ability to work under little supervision.

### **PHYSICAL AND MENTAL EFFORT**

This position requires the incumbent to exercise physical effort on a regular basis of up to fifty (50) pounds and a degree of concentration on an occasional basis.

### **JUDGMENT**

The work is conducted under the Director's supervision in accordance with established directives, procedures, and policies.

The holder shall exercise his or her judgment:

- Ensure that all tasks performed by team members comply with guidelines, established priorities, health and safety standards, and municipal policies,
- Ensure that work is performed safely for themselves, their colleagues, and the public,
- Use appropriate protective equipment and always follow established safety procedures.

### **INTERPERSONAL SKILLS**

The incumbent will be required to demonstrate excellent interpersonal skills in interacting with their manager, co-workers, seasonal employees, and the public.

Contact:

#### **INTERNAL:**

- Regular contact with people across the organization.

**EXTERNAL:**

- Regular contact with outside people by mail and/or telephone, with the public, representatives and the clientele served.

**WORKING CONDITIONS****9. ENVIRONMENT**

The Supervisor's work is performed outdoors and indoors. The holder is regularly exposed to various atmospheric conditions (heat, cold, humidity, severe weather, snow, ice). During the winter season, evening and night shifts may be required to maintain the rinks and meet operational needs.

**10. CONTROL OF THE WORKING SCHEDULE**

The incumbent may be required to work overtime to meet deadlines (e.g. seasonal opening of facilities), emergencies, and weather conditions.

Note: This document was written using the masculine gender only for the purpose of lightening the text. It is agreed that all genres are an integral part of this document.