



Superintendent of Recreational Facilities - Position Description

Position synopsis and objectives

The incumbent will ensure the enhancement, proper operation, maintenance, and development of the Town of Shediac's recreational facilities. To this end, this person will visit different sectors to evaluate development possibilities and determine maintenance needs, establishes estimates to operate and improve the facilities (recreational facilities, historical elements, safety for employees and residents. users, etc.), ensures the planning and organization of the human, material, and financial resources necessary for the proper functioning of the installations and coordinates work orders. In addition, it ensures the efficiency of operations by implementing effective methods, in compliance with legislation relating to health and safety at work.

By recreational facilities, we refer to the recreational buildings of the Department of Municipal Operations, the parks, trails and playgrounds and sports fields of the municipality.

Major responsibilities

Under the authority of the Director of Municipal Operations and Engineering, and with the help of the Engineering team, the incumbent sees to the planning, organization, distribution, control and monitoring operations, upkeep and maintenance work for all buildings, recreational facilities, as well as the municipality's parks, trails and playgrounds and sports fields.

Planning and organization

- Establish priorities, plan, direct, control and monitor the work to be performed within your sector in collaboration with foremen and team leaders for all shifts based on priorities and operational needs.
- Collaborate in the development of policies, procedures, maintenance, and repair programs according to the objectives to be achieved.
- Determine work methods and procedures considering policies, regulations, and standards in force.
- Ensure the execution of operations activities in terms of quality and efficiency.
- Plan and organize the work plans of the teams under his responsibility, as well as the deadlines for the execution of upkeep, maintenance, and repair work.
- Recommend corrections and improvement needs by evaluating process performance to ensure optimization.
- Participate, if necessary, in various internal committees
- Coordinate the distribution of vehicles to ensure the work is completed.
- Ensure the management of complaints and requests from the public regarding its sector, make the necessary corrections and see to the follow-up.
- Collaborate closely with the services and programs manager in carrying out projects and executing service contracts relating to the use of municipal facilities.
- Participate and/or replace the main manager as necessary in various meetings or others in the interest of the operations of his sector.
- Participate and/or replace the chief executive officer, if necessary, in meetings of directors and the municipal council
- Participates in special optimization and continuous improvement projects.

- Perform any other, non-limiting task related to the position to ensure the proper functioning of operations.

Financial resources

- Collaborate in the preparation of the operating and capital budget, ensure control, and see to the optimization of expenses.
- Initiate the purchase of equipment, tools, products, and goods to ensure the inventory of parts and materials necessary for the execution of the work.
- Ensure that the work is carried out within the framework of the operating accounts under his responsibility.
- Approve and code purchase orders.

Human resources and labor relations

- Ensure supervision of staff according to the policies and regulations of the municipality, and in accordance with the collective agreement in force
- Participate in planning the weekly work schedules of the staff under his responsibility.
- See to the assignment of staff roles and responsibilities.
- Participate in the staffing of staff under his responsibility, in collaboration with the human resources department, including orientation, supervision and performance evaluation.
- Identify the professional training and development needs of employees under his supervision.
- Value work and team harmony by promoting a positive attitude.

Health and safety

- Communicate and enforce occupational health and safety instructions.
- Participate in establishing safe work methods and procedures.
- Facilitate a safe working environment by applying occupational health and safety prevention measures and ensuring the safety of places and people.
- Inform and report to your supervisor the presence of risk factors or accidents and participate in accident investigations.
- Participate, if necessary, in meetings of the occupational health and safety committee in your sector.

Minimum qualifications

Education (diploma/certificate): High school diploma or equivalent and a college diploma in refrigeration, electrical engineering technology, recreation, administration, or any other diploma deemed relevant (or a combination of experience and education deemed equivalent).

Experience:

- Five (5) years of experience supervising municipal infrastructure and/or operating public services or in a related environment.
- Experience supervising staff in a unionized environment would be an asset.

Knowledge/Skill/Ability

Necessary requirements and experience

- First aid and CPR courses.
- Class 5 driving license.
- Information System for Hazardous Materials Used at Work (WMIS).
- Experience in carrying out framing projects.
- Experience in the management and logistics of maintenance project operations or construction of recreational facilities would be an asset.
- Experience driving a semi-heavy vehicle.
- Experience in managing inventory operations.
- Experience in sports field management.
- Experience in municipal building management.
- Experience in managing staff schedules, creating work plans and in the logistics of tasks to be completed according to priorities.
- Experience and knowledge of purchasing and managing departmental inventories.
- Must be able to always foster a safe work environment.
- Be free, willing, and able to work overtime, including weekends and holidays, in order to deal with problems, emergencies, troubleshooting situations when conditions warrant.
- Be reliable and have good attendance.
- Must be able to use the Microsoft Word suite and be able to communicate in writing by email within a short time frame.
- Certain additional certifications or training may be required depending on needs.

Personal skills

- Be able to maintain good relationships with team members, service providers, community organizations, citizens, and employees.
- Be positive, demonstrate leadership and show initiative, have good judgment, a good sense of analysis, organization, and versatility.
- Be able to work in a team.
- Good sense of organization and prioritization.
- Spirit of initiative and good judgment.
- Shows interest in preventive health and safety measures at work.
- Able to resolve problems and conflicts and make informed and independent decisions.
- Ability to solve problems, analyze and adapt to various situations.
- Ease of understanding and interpreting policies, procedures, and regulations.
- Be able to work under pressure, meet tight deadlines and establish priorities.
- Tolerance to criticism from customers.
- Maintain a relationship and a positive image with the team and community organizations.

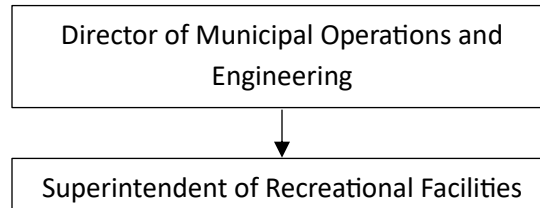
Hours of work: Regular working hours for 35 hours per week.

Salary: \$73,520.00 - \$88,267.00 (annual)

Employment type: Full-time and permanent

Organizational structure

The hierarchical relationship of this position with others in the immediate department.



Apply for this position

The Town of Shediac is an equal opportunity employer. Candidates must submit their application by e-mail.

The deadline to apply is **Monday, August 17th at noon**

Town of Shediac

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The Town of Shediac reserves the right to request a criminal background check for all new employees.