

**TOWNSHIP OF ZORRA
POSITION DESCRIPTION**

POSITION TITLE: Recreation and Facilities Manager

DEPARTMENT: Recreation and Facilities

TITLE OF IMMEDIATE SUPERVISOR: Chief Administrative Officer

PURPOSE OF POSITION:

The Recreation and Facilities Manager is responsible to effectively manage, co-ordinate and promote all aspects of recreation and leisure within the Township of Zorra. The Manager is also responsible for park maintenance and the maintenance of Recreation facilities.

RESPONSIBILITIES:

1. To provide overall, general management of all Recreation and Facilities Department employees. Oversees and supervises all departmental staff by:
 - a) Scheduling and directing contractors and staff regarding maintenance activities for all buildings and parks;
 - b) Carry out or participating in staff recruitment, recommending selection to CAO;
 - c) Ensuring all staff are adequately oriented and trained;
 - d) Approving staff scheduling and providing supervision, both directly and indirectly;
 - e) Providing direction and guidance to staff, ensuring that staff is informed of new processes and procedures as required;
 - f) Reviewing employee performance, dealing with disciplinary issues, proposing salary increases, authorizes termination of part-time and seasonal staff on own authority, reporting to the CAO.
2. To act as the Recreation and Facilities Department staff resource to the Zorra Recreation Advisory Committee along with the Recreation and Facilities Program Coordinator.
3. To create and nurture positive relationships with all recreation stakeholders in the community including other levels of government and private businesses. To implement training and other initiatives to increase the number and quality of recreation volunteers.
4. To develop, implement and maintain partnerships and alliances with all appropriate recreational community groups within Zorra Township and the surrounding municipalities in order to enhance the recreation resource base and co-ordinate provision of services.
5. To market and promote the community and facilities to attract new special events and building on existing events.
6. To survey the public and recreation stakeholders regularly to determine

- requirements for the recreation and leisure services. To regularly evaluate the efficiency, economics, and effectiveness of existing recreation programs and facilities.
7. To oversee implementation of the Recreation, Arts and Culture Master Plan that was adopted in 2018 and synthesize with current regional recreation trends and the Manger's expertise to develop realistic & fiscally responsible short and long term goals, plans and strategies for the Township. This will include seeking out alternative sources of revenues including government grants, private donations etc. This will also include programs to better employ existing underutilized recreation facilities throughout Zorra.
 8. Participates as a member of the Senior Management Team, reviewing and providing inputs into proposed policies, programs and systems, preparing strategies for municipal growth, communicating issues with implications beyond the department and working together to solve problems affecting the entire municipality.
 9. To implement the recreation aspects of the policies and programs of Council efficiently and effectively. To ensure compliance with all relevant financial statutory and regulatory requirements.
 10. To assist in the preparation and monitoring of the annual operating and capital budgets for the Recreation and Facilities Department. This will include advising the CAO and Council on user rates and fees. This will also include investigating energy conservation methods to reduce energy costs.
 11. To attend and participate in Council, Committee and Board meetings as required.
 12. To oversee the development, implementation and maintenance of appropriate operational controls, policies, and procedures to safeguard all the recreation assets of the Township including a comprehensive maintenance program for parks and facilities..
 13. To enforce the safety & health section of the employee's manual with Recreation and Facilities staff.
 14. To manage the work of outside recreation and facility contractors including: receiving tenders, recommending to Council for approval, supervising actual work and approving payments under the contract.
 15. To respond to all recreation inquiries and feedback from the public, Council, staff and other agencies etc. in a timely and professional manner. To maintain records and prepare required reports of all such questions & complaints and their resolution.
 16. To prepare all recreation by-laws for approval by Council.
 17. To perform other duties as may be assigned by CAO.

WORKING CONDITIONS:

The normal working week is composed of 35 hours.

The Recreation and Facilities Manager is required to work hours well beyond the working day to deal with facilities operations, emergency situations and special events.

Duties are often performed in less than ideal working conditions, heat and cold are hazards of the job.

Some exposure to physical hazards such as ammonia gas in ice making machinery, propane in ice resurfacing machine and potential conflicts at hockey games and certain social events.

WORKING RELATIONSHIPS:**Internal:**

With Recreation and Facilities Operators to participate in meetings, discuss projects and staff co-ordination.

With the Recreation and Facilities Program Coordinator regarding programming and facility rentals.

With Zorra Recreation Advisory Committee regarding capital purchases, critical paths and programming.

With Director of Finance regarding finance, requisition of materials, billings and payroll matters.

External:

With sport groups and associations, service clubs, school boards and private agencies to provide the programming of activities or facilities.

With Ontario Recreation Facilities Association for professional development and seminars.

With the business community to purchase materials, equipment, discuss maintenance, etc.

Supervisory:

Directly supervises:

Recreation and Facilities Operators (4)

Recreation and Facilities Program Coordinator (1)

Indirectly supervises:

Regular and seasonal part time staff

IMPACT OF ERROR:

Organizational, management and judgement errors would result in duplication of effort, loss of revenue, unsafe facilities, additional cost and possible cancellation of programs and events.

Errors in operations or failure to follow standard operating procedures at arenas could result in serious injury or death.

As the person in charge at events where large numbers of the public are present, errors in judgement would result in poor public image for the Township.

CONTROL

Policy direction, recreation practices and contemporary management practices. Authority to manage the operation of arenas, community halls and swimming pool in accordance with direction from the CAO and Council policy & direction.

KNOWLEDGE AND SKILL

Technical knowledge of refrigeration plants, HVAC and mechanical systems, and pools.

Thorough knowledge of parks & recreation, programs and facilities, maintenance and construction; contract administration and asset management; budget preparation and administration; health and safety, and relevant legislation; and employee relations, principles and best practices.

Proven written and oral communication skills for report writing and tender preparation.

Well developed computer skills for report writing, and a working knowledge of software programs relevant to facility management.

Ability to establish and maintain effective working relationships with elected officials, community groups, outside agencies, and staff throughout the organization.

Ability to work with community groups to promote, enhance and maximize usage of current recreational facilities.

QUALIFICATION REQUIREMENTS:

Degree or Diploma in recreation, business or related discipline together with five to ten years' related management experience at a supervisory role in Recreation.

Ontario Recreation Facilities Association certification as a Registered Recreation Facilities Manager (RRFM) or Certified Ice Technician (CIT), or equivalent.

Certification in First Aid and C.P.R.

Must have, and maintain, valid Class "G" drivers licence

Approved – June 1, 2018