TOWN OF HAY RIVER – POSITION DESCRIPTION

A. IDENTIFICATION:

Position Title:	**Facilities and Parks Supervisor**
Department:	**Recreation**
Reports to:	**Director of Recreation and Community Services**
Date:	**March 2024**

B. JOB SUMMARY:

The Facilities and Parks Supervisor is responsible for the maintenance, upkeep, safety and appearance of Town of Hay River community recreation infrastructure and assets, recreation areas and grounds. This includes a shared responsibility with Public Works for working to keep recreation and other municipal facilities clean, safe, and secure.

The position of Facilities and Parks Supervisor reports directly to Director of Recreation and Community Services and supervises all recreation facility maintenance staff. In addition to working in partnership with the Public Works on asset maintenance, the position also has responsibility for staffing decisions, customer service functions, administration, purchasing, janitorial & facility maintenance, capital projects and maintenance plan budgeting, budget prep and implementation, and implementation of maintenance program needs.

C. DUTIES & RESPONSIBILITIES

1. Provides building supervision and facilities maintenance overall for recreation infrastructure and assets, directly and through the staff this position supervises. This includes but is not limited to:
    - Reviews all machinery trends, adjusting as necessary;
    - Repairs mechanical systems as required;
    - Monitors building maintenance requirements;
    - Assists in the maintenance of all recreation department assets;
    - Signs off on machinery as required by OHS law;
    - Records and catalogues all maintenance activities;
    - Identifies maintenance problems;
    - Performs emergency repairs;
    - Follows up on work requests;

- Follows established preventive maintenance repairs;
- Performs safety and security checks of facilities on a daily basis; and
- Oversees ice making and ensures seasonal maintenance is upheld.

2. Coordinates asset and infrastructure upkeep and maintenance for all Town assets with Public Works department staff, and ensures preventative maintenance through a planned, proactive approach. This includes but is not limited to:

    - Coordinates work with Public Works department to deploy staff resources as needed on priority/required asset and infrastructure maintenance needs.

3. Undertakes administrative oversight and coordination for the community services facility maintenance responsibilities. This includes but is not limited to:

    - Purchasing, coding & correlating invoices & purchase orders;
    - Verification of invoices;
    - Arranges maintenance purchases as required; and
    - Develops & coordinates department operations including maintenance projects.

4. Supervises and supports staff positions. This includes but is not limited to:
    - Supervises the work and activities of approximately 5 full time staff and up to 10 part time staff;
    - Undertakes employee performance management, including annual goal setting/work-planning, annual performance appraisals, discipline as required in conjunction with Human Resources;
    - Provides regular feedback to subordinates as part of ongoing performance management of staff;
    - Ensures staff oversight in accordance with the Town of Hay River Collective Agreement; and
    - Supervises facility during the day, responds to public inquiries as required.

5. Ensures the safety and well being of staff. This includes but is not limited to:
    - Monitors best safety practices in facilities maintenance management including preparing all required reports, confined entry and incident reports;
    - Coordinates with the lead on staff safety training within the Town of Hay River to ensure that staff are adequately and appropriately trained; and
    - Builds a strong safety culture by supporting staff to work safely and within their areas of skill and expertise.

6. Perform other related duties as required.

D. KNOWLEDGE and SKILLS:

The following knowledge and skills are required for an individual to be able to perform the duties of this position:

Education and Experience:

- Completion of Journeyman certification in one or more of the following disciplines: electrical, plumbing, gas fitting, HVAC, or refrigeration or equivalent. Boiler inspection certification would be considered an asset; and
- A minimum of five years' experience in facility management is preferred.

Job Knowledge Requirements:

- Basic knowledge of preventative maintenance and operation of recreation facilities;
- Knowledge of maintenance of plumbing and heating systems including boiler inspection and repair;
- Knowledge of ice making and maintenance procedures;
- Knowledge of emergency procedures, safety requirements, WHMIS, First Aid and CPR; and
- An understanding of relevant policies, procedures and rules

Technical Skills & Abilities:

- Proficiency in operating ice making and maintance equipment;
- Proficiency in the use of small hand tools and related equipment; and
- Mechanical skills.

Interpersonal Skills:

- Supervisory skills;
- Effective verbal and listening communications skills;
- Analytical and problem-solving skills;
- Decision making skills;
- Stress management skills; and
- Time management skills.

E. POSITIONS SUPERVISED:

- Senior Facility Maintainer;
- Facilities Maintainers;
- Summer Youth Workers.

F. WORKING CONDITIONS

Physical Demands

The Facility and Parks Supervisor can be a physically strenuous position. The incumbent will be expected to lift, carry and manage equipment and supplies. The incumbent may need to work long or odd hours at a time to complete special requests or projects, or to participate in supporting evening and off hour activities/events.

Environmental Conditions

The Facility and Parks Supervisor may work in a number of different facilities and outdoor locations. The incumbent may find the environments to be busy, noisy and will need stress management skills to manage in this context.

Sensory Demands

The situations and programs taking place in facilities maybe noisy and busy making it difficult for recreation facilities staff to concentrate; supervising in this context can be challenging. Cleaning materials and other tools/ resources required for maintenance may be irritating to the skin.

Mental Demands

Stress can be caused by the volume of work to be completed and by supervising staff in often challenging and changing environments. Pressure to meet deadlines and provide quality service can place considerable mental fatigue on the incumbent.

G. CONDITIONS OF EMPLOYMENT:

- Must have a satisfactory criminal record check
- Class 5 driver's license

H. CERTIFICATION

Position Title: Facilities and Parks Supervisor

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
"The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position."	

COMPETENCIES

Competencies are the attitudes, attributes, behaviours or other personal characteristics that are needed to perform a job well. Competencies are intended to complement the credentials, education, and technical proficiency that an individual typically brings to a position. The Town will support staff in enhancing their competencies and learning to apply competencies to their daily work.

The following core competencies are expected of all employees of the Town.

Organizational awareness – understands big picture of issues facing the Town and community; aware of community events and occurrences; values the work of the Town within the community, understands the connection between his/her role and the vision and mission of the Town.

Customer Service – balances the interests of clients; re-adjusts priorities to respond to pressing and changing client needs. Anticipates and meets the needs of clients; achieves quality end products; committed to continuous improvement of services; ambassador for the Town to customers and clients.

Manages Resources Wisely – recognizes the value of resources - whether they are financial, human, information, material, assets, etc – and strives to use these prudently and sustainably, in the best interests of the Town.

Interpersonal skills – considers and responds appropriately to the needs, feelings and capabilities of different people in different situations; tactful, compassionate and sensitive; treats others with respect.

Oral Communication – makes clear and convincing points to individuals or groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.

Written Communication – expresses facts and ideas in writing in a clear and organized manner.

Continual Learning - grasps new information; recognizes own strengths and weaknesses; pursues self-development, seeks feedback from others and welcomes opportunities to learn new things.

Flexibility – open to change and new information; adapts behavior and work methods in response to new information; adjusts to new situations warranting attention and resolution.

Decision-making & Problem Solving – exercises good judgment in making decisions; seeks all the information to make informed decisions; perceives the impact and implication of decisions, even when data is limited, or solutions produce unpleasant consequences.

Teamwork – interacts with people effectively. Cooperates within a group and across groups.

Work Standards – sets and maintains high performance standards. Pays close attention to detail, accuracy and completeness.

Reliability – takes personal responsibility for job performance. Completes work in a timely manner. Sticks to commitments.

Initiative – takes action to influence events. Generates ideas for improvement, takes advantage of opportunities, suggests innovations. Does more than required.

Safety Awareness – puts safety first before undertaking any action. Is a role model in demonstrating safe behaviours and encourages it in others.