

Manager of Parks and Recreation Facilities

The City of Selkirk continues to be one of the greatest places in Manitoba to live, work and raise a family.

Under the direction of the Director of Culture, Recreation and Green Transportation the Manager of Parks and Recreation Facilities is responsible for the day-to-day operation and ongoing maintenance of all public parks, municipal recreation facilities and athletic fields.

As Manager of Parks and Recreation Facilities your key responsibilities will be:

- **Leadership & Employee Development:** by establishing annual goals and objectives, supporting an environment that encourages creative thinking and innovation.
- **Exceptional Citizen Service:** by ensuring efficient and effective provision of services to Citizens, and responding to inquiries from the public.
- **Financial Management:** by preparing and submitting the Division's annual Operating Budget to the Department Head as well as monitor and control all Division expenditures and revenues.
- **Administrative Management:** by developing plans to meet the goals and objectives of the Division. To direct, administer and monitor all work assignments, equipment, inventory supplies and facilities within the Division.
- **Safety and Emergency Management:** by responding to emergency situations after normal working hours, assessing the need for an mobilizing manpower and equipment to address the situation in an expedient and cost effective manner.
- Full job description will be available on the City's website.

Salary range is \$72,571 to \$81,683 that will be determined by qualifications and experience, plus the City offers a benefits package.

QUALIFICATIONS

- Post secondary Degree or Diploma in Recreation Management, Business Management or equivalent combination of education and experience in a related field
- Minimum of 3 years progressive experience in management and supervision of staff preferably in a municipal or unionized environment
- Proficient in using Microsoft Office Suite, email and internet, and the ability to learn new technology as required
- Valid Class 5 Manitoba Driver's License
- Successful completion of courses in supervision or management of personnel, budget and record keeping
- Knowledge and understanding of the operation and maintenance of arenas and swimming pools
- Knowledge in horticulture
- Valid First Aid and CPR Certification
- Excellent communication skills both orally and in writing. This includes the ability to understand and deliver written and verbal instructions
- Experience providing exceptional customer service
- Demonstrated ability to establish and maintain effective working relationships with individuals at all levels of the organization and external contacts

If you would like more information about this position, please visit myselkirk.ca or contact Amber Chapil, Human Resource Administrator, City of Selkirk at (204) 785-4905. If you believe you can make a strong contribution to the City of Selkirk as the Manager of Parks and Recreation Facilities please submit your resume in confidence to achapil@cityofselkirk.com quoting position #2017-30. Resumes will be accepted until the position has been filled.

Position Title: Manager of Parks and Recreation Facilities

Department: Culture, Recreation and Green Transportation

Division: Parks and Recreation

Reports to: Director of Culture, Recreation and Green Transportation

Function Summary: Under the direction of the Director of Culture, Recreation and Green Transportation, the incumbent is responsible for the day-to-day operation and ongoing maintenance of all public parks, municipal recreation facilities and athletic fields.

Core Competencies applicable to all jobs within the City of Selkirk	Leadership Core Competencies
<ul style="list-style-type: none"> • Citizen and Public Focus • Communication • City of Selkirk Consciousness • Teamwork and Ambassadorship • Integrity and Trust • Ethics and Values • Strategic Results Orientated • Decision Making and Judgment 	<ul style="list-style-type: none"> • Mentorship, Directing and Developing Staff • Dealing with Ambiguity • Creativity • Decision Quality • Priority Setting • Motivating Others • Interpersonal Savvy

Job Duties

1. Leadership & Employee Development:
 - In consultation with the Director establish annual goals and objectives for the Division.
 - Supports an environment that encourages creative thinking and innovation; stimulates others to learn; and inspires others to perform to their highest potential.
 - Manages appropriate succession and training plans and ensures employees are correctly developed to perform their duties.
 - Influences and inspires others to achieve goals and objectives.
 - Builds and maintains positive and healthy relationships.
 - Leads others in adapting to innovative work environments and ensures awareness of Department initiatives, decisions, committees, policies, etc., is communicated.
 - Communicates and guides others to understand delivery of effective services and achievement of objectives and interpersonal relationships.
 - Promotes productive employee relations while guiding and coaching employees and supervisors.
 - Demonstrates a commitment to the organization by actively participating in committees, programs, and organizational initiatives.

2. Exceptional Citizen Service:

- Ensure the efficient and effective provision of services to Citizens, and respond to inquiries from the public.
- Provide a vibrant, safe and healthy community, by researching all matters impacting upon the provision of parks and recreation services within the community and to assist in the preparation of long range and short term planning.
- Provide maximum value from community resources, by being directly responsible for the operation and maintenance of all City parks, playgrounds, athletic fields, recreation facilities, indoor and outdoor skating rinks, halls plus equipment within the jurisdiction of the Division. Responsible for the preparation, control and scheduling staff of all those facilities under the direct control and/or operation of the Department.
- As part of environmental stewardship to improve City practices and services, responsible to prepare reports, policies, procedures and programs for accomplishing approved objectives.
- Develop, implement and review of methods, standards, scheduling and reporting systems for the effective delivery of Municipal services by the Division.

3. Financial Management:

- Prepare and submit the Division's annual Operating Budget to the Department Head and effectively monitor and control all Division expenditures and revenues.
- In coordination with the Manager of Buildings and Equipment prepare and submit the Division's annual Capital Program. Liaise with the Manager of Buildings and Equipment prior to all Capital projects commencing.
- Advise the Director and undertake the purchase of equipment, tools and supplies for the Division in accordance with the City of Selkirk Procurement and Tendering Policy.
- Understand and comply with the City's Capital Asset Management policies.
- Support the development and delivery of the City's Capital Asset Management Program by providing professional advice and undertaking related tasks as needed.

4. Administrative Plan Management:

- Develop plans to meet the goals and objectives of the Division.
- Direct, administer and monitor all work assignments, equipment, inventory supplies and facilities within the Division, including the maintenance of records of daily time, preparation of time for payroll and equipment charge outs, and to ensure the efficient and effective provision of services to other Departments and Divisions.
- Direct work assignments of contractors hired within the Division and monitor the completion of all assignments as per the contract document.
- Undertake the annual employee evaluations of personnel in the Division and recommend training and development programs for personnel.
- Participate in the hiring process for personnel within the Division as per the City's hiring policy.
- Participate as a member of the Departmental Management Team. Responsible for the Division's committee meeting agendas and attending meetings as required.
- Respond to all inquiries from Senior Management.
- Work co-operatively with all City Departments and personnel to support corporate initiatives.

5. Safety and Emergency Management:

- To respond to emergency situations after normal working hours, assessing the need for and mobilizing manpower and equipment to address the situation in an expedient and cost effective manner.
- To ensure all safety procedures and respectful workplace standards are followed by all personnel throughout the Division.
- To act as a member of the EMO Social Services Response Team and provide support services within the City of Selkirk Emergency Plan in the event of an emergency as required.
- To maintain knowledge of safe and proper care and cultivation of lawns, trees, shrubs and other vegetation.

6. To perform other duties as assigned.

SPECIFICATIONS:

1. Skills, Knowledge and Abilities

Minimum qualifications shall include:

- a) Successful completion of a Diploma or Degree from a recognized post-secondary institution in, Recreation Management, Business Management or equivalent combination of education and experience in a related field.
- b) A minimum of 3 years progressive experience in management and supervision of staff preferably in a municipal or unionized environment.
- c) Proficient in using Microsoft Office Suite, email and internet, and the ability to learn new technology as required.
- d) A valid Class 5 Manitoba Driver's License.
- e) Successful completion of courses in supervision or management of personnel, budget and record keeping.
- f) Knowledge and understanding of the operation and maintenance of arenas and swimming pools.
- g) Knowledge in horticulture.
- h) Valid First Aid and CPR Certification.
- i) Excellent communication skills both orally and in writing. This includes the ability to understand and deliver written and verbal instructions.
- j) Experience providing exceptional customer service.
- k) Demonstrated ability to establish and maintain effective working relationships with individuals at all levels of the organization and external contacts.

Desired/Asset qualifications:

- a) Manitoba Refrigeration Class Power Engineer Certificate.
- b) Certification in Pool/Spa Operation.

2. Responsibilities

As a Management Official, the incumbent shall have the supervisory responsibility for the operation of the parks and recreation facilities functions of the Corporation. This includes being directly responsible for the supervision and safety of 10 full time, as well as temporary and casual staff.

3. Comprehension and Judgment

The incumbent must possess an in-depth understanding and ability to interpret the policies of the Corporation. An ability to effectively communicate with all internal and external clients of the Culture, Recreation and Green Transportation Department.

The incumbent will exercise a high degree of independent judgment in the provision of services by the Division within the approved policies and procedures of the Department. This position shall have the authority, as approved within the annual operating and capital budgets, to financially commit the Corporation to an expenditure as stated in the City of Selkirk Procurement and Tendering Policy.

The incumbent shall have the authority to suspend an employee of the Division for a period not to exceed (1) one day. The incumbent shall have the authority to recommend to the Department Head the suspension of an employee of the Division for a period not to exceed three (3) days.

4. Working Conditions

This position will work a 40-hour week.

The position may require the incumbent to attend meetings beyond the normal business hours and/or overtime as required by the Director or in the case of an emergency situation.

This position can involve a medium level of stress due to the commitment necessary in order to perform at an acceptable level.

This position does involve some physical effort when required.

Incumbent

Director Culture, Recreation and Green Transportation

Date

Dated: November 2017