



Employment Opportunity

Supervisor of Facilities and Parks (New Position)

Community Services Department

The Township of Minden Hills is a culturally active community of 6,600 permanent residents, serving as the gateway to the Haliburton Highlands known for its lakes and rivers, forest fall colours, outdoor recreation opportunities and its arts community. The Township is a vibrant tourist destination located centrally within 'Cottage Country' half way between Peterborough and Huntsville. Residents enjoy a quality of life of a well serviced small town that is easily accessible to/from the bigger city centres of the GTA within 1.5 to 2 hours.

The Township of Minden Hills is growing with the development of its economic development and community improvement plans and construction of the new S.G. Nesbitt Memorial Arena and Community Centre, inclusive of an NHL size ice surface complete with full size gym, indoor walking track and fitness room, scheduled for completion in the spring of 2020.

To support this growth, the Township is seeking a natural leader to serve as the Supervisor – Facilities and Parks to co-ordinate the day-to-day operations and maintenance of all Community Services Department facilities, parks and cemeteries. The ideal candidate will be a highly self-motivated, organized and experienced team leader who can provide mentorship and training, consistency in standard operating procedures and quality compliance support with staff in a unionized environment. The Supervisor reports to the Director of Community Services, providing assistance with scheduling, budget development and capital planning, communicating effectively with the public, community sports groups/organizations, local businesses, and contractors with a commitment to customer service excellence.

This is a full time position, consisting of 35 hours/week, being variable shifts, including days, evenings, weekends and some statutory holidays.

The Salary Range for this position is \$62,498 - \$73,546, and is currently under review.

Responsibilities and Duties

The successful candidate will:

- Supervise the maintenance and operation of our municipal recreation facilities, parks and cemeteries.
- Develop, manage, train and schedule staff and equipment.
- Coordinate Contractors and User Groups.
- Assist in the management of facilities, including arenas/ community centres, parks, including trails, sports fields, fairgrounds, skateboard facilities, beaches, boat launches and cemeteries, maintenance programs and capital projects.

Job Benefits include:

- Enrolment in a comprehensive benefit package for health, dental, long-term and short-term disability.
- Employee assistance plan and life insurance coverage.
- Annual personal health coverage allowance provided.
- Enrolment in the Ontario Municipal Employees Retirement System (OMERS) pension plan.
- Vacation, float and sick time entitlements.
- Training and development opportunities provided.

Minimum Qualifications:

- Minimum of five (5) years' relevant progressive experience in municipal facilities, parks and cemeteries.
- Possession of, or ability to obtain, Facility Management and Administration certificates through Parks Recreation Ontario, Ontario Parks Association and/or Ontario Recreation Facilities Association, specifically; Certified Ice Technician (CIT), Certified Grounds Technician (CGT), Certified Building Technician (CGT) and Cemeterian Operations and Management.
- Certification or training in Chainsaw Safety and Operation, Traffic Control, Working at Heights, Propane Safety and Handling and Smart Serve.
- Valid Standard First Aid and CPR/AED certification.
- Valid "D" Driver's Licence for the province of Ontario.
- Experience in the operation of; ice resurfacer, backhoe, single axle truck and trailering equipment.
- Thorough knowledge of equipment, vehicles and materials used in Municipal facilities, parks and cemeteries and maintenance procedures.
- Good understanding of policies, procedures, by-laws, Ministry guidelines, regulations and legislation related to the operation of facilities, parks, cemeteries, equipment and maintenance.
- Good understanding and experience with Microsoft Office Software programs.
- Strong planning/time management and organizational skills.

Preferred Qualifications:

- Post-secondary education in the field of Recreation, Facilities and/or Parks, or a related discipline.
- Minimum of three (3) years' supervisory experience in a unionized environment.
- Certificates or training in Plumbing, Electrical, Mechanical and HVAC, Playground Inspector, Turf Management, Horticulture, Arboriculture and WHMIS.
- Familiarity with Facility Scheduling, Radio Communications/Global Positioning System (GPS) and Cemetery software.
- Knowledge of Collective Agreements.

Prior to the final selection for this position, the candidate shall be required to provide, at their own expense, a Vulnerable Sector Check from the Ontario Provincial Police or appropriate Police Force and Driver's Abstract.

Applicants are encouraged to read the Position Description for all requirements and accountabilities, obtained in person from the Administration Office, 2nd floor, downloaded from the [Municipal Website \(www.mindenhills.ca\)](http://www.mindenhills.ca), calling 705-286-1260 ext. 313 or emailing sprentice@mindenhills.ca

This is an open call for applications until the position has been filled. Qualified applicants are invited to submit a letter of application together with a detailed resume of education and experience to:

Employment Opportunity
Supervisor, Facilities and Parks Employment Opportunity
Township of Minden Hills
7 Milne St, PO Box 359, Minden, ON K0M 2K0

Attention: Mark Coleman, Director of Community Services
or email sprentice@mindenhills.ca

We thank all applicants for applying, but only those selected for an interview will be contacted. Personal information and supporting material is used in accordance with the **Municipal Freedom of Information and Protection of Privacy Act**.

If you are contacted regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs will be addressed confidentially. Persons with a disability preventing them from applying on-line should contact the Clerk's Department at 705-286-1260 to discuss alternative solutions.