

POSITION: Manager, Parks & Recreation
CATEGORY: Permanent Full-time, 35 hours week
SALARY: \$99,784 to \$116,734

Applications are now being accepted for the permanent full-time position of Manager, Parks & Recreation. To apply, please submit your resume and cover letter to hr@westgrey.com by 12:00 noon on January 31st, 2025.

ABOUT THE MUNICIPALITY OF WEST GREY

With a population of over 13,500 the Municipality of West Grey is the largest geographic municipality in Grey County (876 square kilometres), with the River Styx and Rocky Saugeen, Beatty Saugeen and South Saugeen Rivers being the connecting links between our rural communities of Elmwood, Durham, Neustadt and Ayton.

The Municipality delivers key services to our fast-growing population including: two water systems; three landfill sites; three library branches; several community centres, arenas and parks; three fire stations; West Grey Police Services; 114 bridges; 700+ kilometres of roads and 23+ kilometres of sidewalks.

JOB OVERVIEW

Reporting to the CAO or their delegate, the Manager of Parks & Recreation is responsible for overseeing the administration, operation, and management of all Municipal recreation facilities, including community halls, arenas, parks and greenspaces, as well as overseeing all recreational programs and services.

JOB DETAILS

Operational

- Develop and oversee annual operational plans and related work plans;
- Manage the safe and efficient operation and maintenance of all municipal facilities, community halls, arenas, parks, and greenspaces.
- Responsible for regular inspection processes to ensure all facilities, parks, and greenspaces are compliant with all regulatory requirements.
- Supervise the development and operation of recreation programs, services, and revenue strategies to meet Council priorities in support of recreational and leisure needs in the community;
- Recommend and implement strategies to increase utilization of municipal recreation facilities;
- Play a significant leadership role in delivering on the priorities identified as part of the Municipality's Asset Management Plan, including the completion, monitoring and reporting on condition assessments;

- Develop and implement policies, procedures, and standard operating practices to support approved levels of service;
- Prepare, issue, and evaluate requests for proposals and tenders and monitor and supervise work undertaken by contractors;
- Collaborate with community groups and members of the public regarding their use of Municipally-owned facilities and services;
- Oversee departmental fleet, including maintenance and repairs of all fleet vehicles, as well as ice resurfacers, trailers, ATVs, etc.
- Develop sponsorship and advertising opportunities and marketing initiatives;
- Oversee the development and implementation of internal departmental strategic planning projects (i.e. recreation master plan, building condition assessment studies, etc.), that will help guide decisions related to future service levels, utilization, and cost recovery targets;
- Develop appropriate key performance indicators for all areas of responsibility that can be used to evaluate success and to inform future service levels and offerings;
- Respond in a timely and professional manner to all public and customer inquiries and concerns;
- Work collaboratively with management throughout the organization to share resourcing and staffing, as required, to achieve corporate outcomes;
- Prepare written reports for the CAO and Council.

Financial

- Prepare and monitor annual and multi-year operating and capital budgets for all recreational buildings, facilities and properties;
- Responsible for the approval of expenses related to operations, services, capital projects, and grants and for monitoring expenses/revenue against budget;
- Complete grant applications for provincial, federal and industry programs, and produce all required compliance reports in consultation with the Finance department;
- In collaboration with the Clerk's department, negotiate contracts, lease agreements and memoranda of understanding with various users and stakeholders.

Management & Leadership

- Responsible for hiring, scheduling, and performance management of all departmental staff;
- Develop and regularly monitor annual performance, learning, training, and development plans for individual employees through ongoing discussions regarding goals, objectives and performance;

- Provide positive daily leadership to staff in a safe, inclusive, and respectful manner;
- Provide staff direction, assist with the resolution of contentious issues, motivate, and support staff and hold regular team meetings for the purpose of communicating work plans, policies, and procedures;
- Develop, maintain, and ensure compliance with legislation, policies, procedures, and guidelines to support operations, including customer service, facility allocation, health and safety, financial management, etc.

KNOWLEDGE, TRAINING AND QUALIFICATIONS

- A degree or diploma in facilities management, parks, recreation, or a related field;
- 5-10 years of related progressive leadership experience, preferably in a municipal environment;
- A thorough working knowledge of facilities and arena management, including building and facility operations and maintenance (refrigeration systems, electrical, plumbing and mechanical);
- Knowledge of parks management and recreation program development, design, delivery, and evaluation;
- Experience in budget development, project management, staff/volunteer supervision, and community relations;
- Superb organizational and team building skills to oversee a diverse complement of full-time, part-time, seasonal, and contract staff;
- Demonstrated ability to contribute to and build upon a positive and healthy work environment;
- Exceptional oral communication, political acuity, and strong interpersonal skills to deal with members of the public, staff, Council, and other levels of government;
- Excellent written communication skills with attention to detail and accuracy;
- Demonstrated time-management skills with the ability to prioritize workloads and meet deadlines with minimal supervision;
- Ability to consistently demonstrate initiative, with commitment to change management, quality improvement, and innovation;
- Demonstrated proficiency in Microsoft Office, and other related software; working knowledge of municipal asset management and financial software experience would be considered an asset;
- Standard First Aid/CPR/AED (or ability to acquire within 90 days);
- A valid Ontario Driver's License (Glass G);
- Satisfactory criminal record check.

WORKING CONDITIONS

This position is primarily based in a climate-controlled office environment, with regular work hours being Monday to Friday. However, many of the functions related to this job require evening and weekend work and some job functions make take place outdoors in a variety of weather conditions. As such, work hours may be flexed to accommodate the requirements of the job. There may be times when extended working hours are necessary to attend meetings or community events. This role requires frequent interaction with the public, and the incumbent should be prepared to deal with occasional stressful encounters. Frequent computer work with a need for visual and mental concentration is required.

EQUAL OPPORTUNITY EMPLOYER

The Corporation of the Municipality of West Grey is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, Aboriginal/Native American status, or any other legally protected factors. Disability-related accommodations are available on request for candidates taking part in all aspects of the selection process.