

# Township of Southgate

## Job Description

Date of Update: <b>December 16, 2022</b>	<b>Recreation Manager</b>
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## Section A: Position Description

### 1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Name: Kevin Green	Supervisor's Name:
Job Title: Facilities Manager	Supervisor's Job Title: CAO
Standard hours of work per week: 40 hours per week	Eligibility to Group Insurance: Yes  Eligibility to OMERS: Yes
Location of Position: Dundalk Community Centre & Arena Dromore Park Dundalk Arena & Community Centre Holstein Park Hopeville Park Pat Dales Memorial Park Swinton Park Community Centre Memorial Park Proton Station Park Olde Town Hall	Department/Division: Recreation
Employment Status: Full Time Hourly Position	Pay Band: 7

### 2) Scope of Position (A maximum of three sentences.)

The Recreation & Facilities Manager is responsible for the safe and efficient development and management of recreation, programs, as well as the maintenance of operations of the Municipal Facilities (as defined), community partner buildings and promote the use of the facilities to ensure maximum community access, use and revenues, in accordance with approved policies and procedures established by the Township Council and government standards and regulations.

<b>Key Responsibilities</b>	<b>Tasks</b>	<b>Percent of Time</b>
Operations	<ul style="list-style-type: none"> <li>- Ensure effective day-to-day operation and function of the facilities, including related grounds, are in accordance to approved policies and procedures.</li> <li>- Ensure Recreation services and program activities and the functioning of facilities are consistent with the community requirement.</li> <li>- Schedule and oversee all required repairs and maintenance works performed by staff and/or contractors.</li> <li>- Develops and maintains accurate record keeping for parks and facilities services provided and areas of legislated compliance including but not limit to mechanical, refrigeration, pool filtration and fire systems.</li> <li>- Develops and manages projects related to major renovations and new recreation facility construction.</li> <li>- Responds to public recreation inquiries and complaints, provides information and resolves issues.</li> </ul>	
Financial	<ul style="list-style-type: none"> <li>- Prepare draft recreation operating/capital budgets and administer annual budget in compliance with approved financial decisions.</li> <li>- Make recommendations on all recreation capital expenditures for new building projects, major repairs, alterations and/or purchases of equipment.</li> <li>- Prepares requests for quotations and tenders for the supply of goods and/or services for the Recreation Department.</li> <li>- Researches and prepares applicable applications for grants and alternate sources of funding.</li> </ul>	
Staffing & Scheduling	<ul style="list-style-type: none"> <li>- Assess staffing needs and participate in recruitment of all recreation staff.</li> <li>- Train new recreation employees and direct operations to arrange and organize working schedules for staff.</li> <li>- Monitor and maintain staff payroll hours reporting and time off requests.</li> <li>- Manage staff performance and complete annual performance appraisal process.</li> </ul>	
Other	<ul style="list-style-type: none"> <li>- Performs all other duties as assigned by Supervisor.</li> <li>- Represents the Municipality when performing day-to-day department duties (i.e. contact with public).</li> </ul>	
Recreation Programming	<ul style="list-style-type: none"> <li>- Responsible for developing Recreation programs as determined by the Recreation Committee and programming staff.</li> </ul>	

## **Section B: Skills**

**1) Formal Education and External Training**

Highest level required	Specific Specialty or Degree? (List)
<input type="checkbox"/> High School	
<input type="checkbox"/> Vocational School	
<input checked="" type="checkbox"/> Community College	- 2 year diploma – Recreation/Facility Management
<input type="checkbox"/> University Degree	
<input type="checkbox"/> Individual Courses	
License or Professional Designation	
Valid G Class driver's licence	
Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?	
X Yes <input type="checkbox"/> No	
Discuss: Required to attend training related to Facilities Manager position.	

**2) Required On-The-Job Training**

Specific Internal Training	Months to Complete
Public Safety/Risk Management	Annually

**3) Work Experience**

Experience	Minimum Years Required
<ul style="list-style-type: none"><li>• Previous experience in recreation services, operations, facility maintenance and arena community centres.</li><li>• Facility scheduling.</li><li>• Financial management and budgeting.</li></ul> Trades skills in carpentry, electrical, mechanical and ice making. Security courses.	5 years

**4) Other Key Skills:**

<ul style="list-style-type: none"><li>• Computer skills.</li><li>• Good organizational skills (scheduling).</li><li>• Good communication and interpersonal skills.</li></ul> Marketing skills.
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**5) Key Relationships (Contacts)**

<b>Internal Contacts</b>	<b>Frequency</b>	<b>Purpose</b>	<b>Method</b>
Co-workers (my dept.) Co-workers (other dept.) Supervisor (my dept.) Supervisor (other dept.) Depart. Head (my dept.) Depart. Head (other dept.) Staff in other municipalities  Administrator Ratepayers Children/Students Seniors Supplier	Continuously Occasionally Seldom Seldom Frequently Occasionally Continuously Continuously Continuously Continuously Continuously Continuously		
<b>External Contacts</b>	<b>Frequency</b>	<b>Purpose</b>	<b>Method</b>
General Public (Not residence) Business representatives Consultants, Engineers, Planners, etc. Auditors Solicitors Funding Organizations Government Officials Boards Council (your own) Council (other municipalities) Media Ratepayers Groups	Continuously Continuously Occasionally N/A N/A Occasionally Seldom Occasionally Occasionally N/A N/A Seldom		
<b>Interpersonal skills:</b>  Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; identifying needs; resolving conflicts (major or minor); advising; consulting; persuading; mediating; teaching/training; counseling; negotiating and communicating in difficult or complex situations.			

## 6) Decision Making

- Responsible for decisions concerning daily activities.
- Policies/procedures.
- Research and recommendations for recreation services within the Township.

## 7) Problem Solving Responsibilities

- Repairs and troubleshooting equipment problems.
- Staffing.
- Providing effective direction for staff/public in operating/maintenance of all facilities.

## 8) Equipment & Technology Utilized

- Computer.
- Refrigeration.
- Pool operating systems.
- Ice machine.

## Section C: Responsibility

### 1) Program Delivery

- Responsible for planning and delivery of recreational programs for the Township (works with the Recreation Committee).
- Ensure facilities are safe, operational, and usable for all functions.
- Ice making.

### 2) Impact and Accountabilities

- Accountable to the CAO for fulfillment of responsibilities.
- Ensures public safety at Parks, Community Centres, and recreational events.
- Budget preparation/implementing.

### 3) Supervision

Direct Subordinates – Job Titles		Number of Staff
Facilities Operator		3
Seasonal Pool Supervisor		1
Booth Staff or liaise with contracted booth personnel		
Indirect Subordinates – Job Titles		Number of Staff
Seasonal Pool Staff		5-7
<b>Total</b>		
Provides training/instruction to others – Job Titles		Number of Staff

### 4) Material and Information Resources

- Maintain accurate information, data and files.

## **5) Financial Resources**

- Budgeting, billing and collection of fees for use of facilities.

## Section D: Working Conditions

### 1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting		x	x		
Standing				x	
Noise Exposure				x	
Adverse Temperature				x	
Pushing/Pulling			x		
Lifting/Carrying			x		
Dust				x	
Odours			x	x	
Other (Specify) Physical Aspects				x	

### 2) Health & Safety Hazards

- Chemicals – ammonia gas.
- Violence.

#### Health and Safety Responsibilities

- Departmental responsibility for ensuring subordinates work safely and follow rules, training, and discipline as required.
- Ensure safe conditions are present to avoid harm to facility users.
- Implement and maintain building security procedures, including Emergency Action Plans and property damage prevention.

### 3) Travel

Within Township, and outside of Township to attend training.

### 4) Driving

- Need for travel from facility to facility.
- Ice machine.

## 5) Mental Environment

- Frequently dealing with general public utilizing the facilities.

## Section E: Effort

### 1) Mental Effort

- Constant awareness of changing environments.

### 2) Physical Effort

- Physically capable of lifting, climbing, walking on ice.

## Section F: Additional Information

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

## Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

**Job Position:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_

**CAO:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_