



Employment Opportunity

NEW POSITION – Supervisor of Facilities and Parks

Reporting to the Director of Community Services, the Supervisor of Facilities and Parks will provide supervision to the maintenance and operation of all municipal recreation facilities, parks and cemeteries within the Township. This will include developing, managing, training and scheduling of work with staff and equipment, adhering to the Collective Agreement (CUPE), and the coordination of contractors and user groups. Assisting in the management of the facilities, including arenas/ community centres, parks, including trails, sports fields, fairgrounds, skateboard facilities, beaches, boat launches and cemeteries, maintenance programs and capital projects.

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.

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.

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.