



The Corporation of the Township of Brock
1 Cameron Street E., P.O. Box 10 Cannington, ON L0E 1E0 (705) 432-2355

The Township of Brock is Seeking the Services of a Full-Time Manager of Parks, Recreation and Facilities

The Corporation of the Township of Brock, with a population of 12,000, is primarily a rural municipality situated on the shores of Lake Simcoe. The municipality is home to three urban centres (Beaverton, Cannington, Sunderland), hamlets, as well as rural and shoreline residential areas. Reporting to the Director of Public Works, the Manager of Parks, Recreation and Facilities is responsible for the administration, operations and management of all buildings/facilities, parks and recreation programs and services.

Responsibilities

Operational

- Develop an annual Operational Plan and related work plans;
- Manage the safe and efficient daily operations and maintenance of all municipal buildings, arenas, parks and other recreational facilities;
- Manage municipal properties and facilities in Beaverton Harbour including boat slips and launches;
- Supervise the development and operation of recreation programs, services and revenue strategies to meet the recreational and leisure needs of the community and to increase utilization of municipal facilities;
- Play a significant leadership role in the development and management of the Township's Asset Management System, including the completion, monitoring and reporting on condition assessments;
- Prepare written reports for the CAO and Council under the direction of the Director of Public Works;
- 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 Township-owned facilities and services;
- Respond in a timely and professional manner to all public and customer inquiries and complaints;
- Develop sponsorship and advertising opportunities and marketing initiatives;
- Create a Recreation Services Business Case to address future service levels, utilization and cost recovery targets;
- Develop appropriate Key Performance Indicators for all areas of responsibility that are to be used to evaluate success and to inform future service levels and offerings.

Financial

- Prepare and monitor annual and multi-year operating and capital budgets for all public buildings, facilities and properties;
- Responsible for the approvals of expenses related to operations, services, capital projects, and grants and for monitoring expenses/revenue against budget;
- Produce in-year expenditure and revenue forecasts;
- Complete grant applications for provincial and federal programs, including employment grants, 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.

Human Resources

- Responsible for the hiring, discipline and dismissal of staff, in consultation with the Director and CAO;
- Develop and regularly monitor annual performance, learning, training and development plans for each individual employee 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 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 hazardous materials, customer service, facility allocation, health and safety, financial management, etc.;
- Administer the terms of the applicable Collective Agreements, in collaboration with the Director and CAO.

Required Skills and Qualifications

- A degree or diploma in facilities management, parks, recreation or a related field;
- 3 to 5 years of related progressive leadership experience, preferably in a municipal environment;
- A thorough working knowledge of facilities management, including refrigeration systems (arenas), and electrical, plumbing and mechanical operations and maintenance;
- Knowledge of parks management and recreation and cultural program development, design, delivery and evaluation;
- A strong background in budget development, project management, staff/volunteer supervision and community relations;
- Superb organizational and team building skills to supervise 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;
- Effective 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 demonstrate initiative consistently with commitment to change management, quality improvement and innovation;
- Demonstrated proficiency in Microsoft Office, the internet and other related software;
- Standard First Aid/CPR/AED or ability to acquire within 90 days;
- A valid Ontario Driver's license (Class G) with a clean abstract and the use of a personal vehicle subject to the receipt of mileage expenses;
- Satisfactory criminal record check.

This is a full-time position and is governed by the Township's Non-Union Policies and Procedures. This position may be required to respond outside of normal working hours as required. The Township offers a competitive salary and benefits package.

This job description is available at www.townshipofbrock.ca/employment. Interested applicants are invited to submit a cover letter and resume, which clearly describe how the candidate meets the qualifications, marked confidential, by no later than 4:00 p.m. on **Monday, January 18, 2021 to:**

Dean Hustwick, Chief Administrative Officer
brock@townshipofbrock.ca

The Township of Brock is an equal opportunity employer committed to diversity and inclusion within the workplace. We will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require accommodation at any time throughout the recruitment process, please contact the Clerk's department in advance and we will make every effort to provide appropriate assistance pursuant to the Employment Accommodation Policy. We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.

This document is available in alternate formats upon request.
Please contact the Clerk's Department at 705-432-2355.