

TOWN OF CARLETON PLACE - EMPLOYMENT OPPORTUNITY

Carleton Place Recreation and Culture Department is currently accepting resumes for the position of Facilities Supervisor on a permanent full-time basis.

Summary: Under the direction of the Recreation Team Lead, the Facilities Supervisor is responsible for the overall supervision of Town owned facilities, support staff and the users of Town facilities. The Facilities Supervisor is responsible for the safe, efficient, and effective maintenance and day to day operations of the Town's recreational facilities while ensuring compliance with applicable legislation and corporate policies.

Qualifications/Experience:

1. Secondary School Graduation Diploma. A college diploma in a recreation related field would be considered an asset.
2. A minimum of three (3) years' experience working in a recreation facility operation including maintenance and supervision responsibilities.
3. Possession of Basic Refrigeration is considered an asset.
4. CIT (Certified Ice Technician) certification is considered an asset.
5. Valid Propane Handling Certificate.
6. Current Standard First Aid/CPR C/AED certification is required.
7. Certified through Smart Serve Ontario
8. Must possess & maintain a valid Ontario Class "G" Driver's license with clear driving abstract
9. Vulnerable Sector Criminal Reference Check (valid to 6 months of employment).

This position is scheduled to work irregular shifts including nights and weekends, early mornings, days, evenings, overnight, weekends and statutory holidays. Ability to work in a fast-paced environment with changing priorities. Based on an averaging agreement, the position is scheduled 80 hours bi-weekly.

A detailed job description for this position can be accessed at www.carletonplace.ca. The 2023 rate of pay is \$29.34 - \$37.37 per hour plus a comprehensive benefit package, 100% employer paid, and a pension plan with matching employer contribution.

Qualified candidates are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format. Please be advised that the Town reserves the right to post its employment opportunities as open until filled. Resume reviews may begin immediately and continue until the posted position is filled and any position can be filled prior the closing date. Applications must be received no later than **1:00 p.m. on Wednesday, March 29, 2023**, quoting "Facilities Supervisor" by email at hr@carletonplace.ca

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.



TOWN OF CARLETON PLACE

JOB DESCRIPTION

DEPARTMENT:	Recreation and Culture Department
DIVISION:	Parks and Facilities
JOB TITLE:	Facilities Supervisor
EMPLOYEE GROUP:	Non-Union
PAY GRID:	6
SUPERVISOR:	Recreation Team Lead
REVISION DATE:	March 2023

POSITION SUMMARY AND SCOPE:

Under the direction of the Recreation Team Lead, the Facilities Supervisor is responsible for the overall supervision of Town owned facilities, support staff and the users of Town facilities. The Facilities Supervisor is responsible for the safe, efficient and effective maintenance and day to day operations of the Town's recreational facilities while ensuring compliance with applicable legislation and corporate policies.

DUTIES AND RESPONSIBILITIES:

1. Provides overall supervision of the facilities to ensure all programs, rentals and events run smoothly and on schedule.
2. Maintains arena ice conditions, refrigeration plant and building mechanical systems.
3. Performs duties associated with safe operation and maintenance practices of the refrigeration plant and associated equipment as required under the Operating Engineers Act.
4. Performs maintenance, repairs and other operational duties to ensure the safe operation of arenas, community centers/hall, parks, trails, waterfronts, ball diamonds, playing fields, etc. Maintenance is performed based on daily, weekly and monthly schedules.
5. Provides guidance and technical expertise to work crews while performing their assigned duties.
6. Assists in the performance evaluation of staff.
7. Ensures all security measures, policies, facility procedures and health and safety procedures are followed at all times.
8. Maintains appropriate work records including incidents and accident reports, time

sheets, duty sheets and other communications and signs off as required.

9.Reports and responds to inquiries and/or resolves concerns related to facilities and parks from building facility users, general public, community groups, members of Council and staff as directed by the Recreation Team Lead.

10.Accepts bookings for municipal facilities. Obtains pertinent information and prepares rental agreements. Reviews rental schedules and identifies conflicts or gaps.

11.Provides set-up and clean-up of bookings based on daily schedule in meeting rooms, hall, parks, and arenas.

12.Trains, supervises, and provides leadership to part-time facility staff, including workflow planning, task assignment and monitoring.

13.Responsible for the safe and efficient operation of facility operations, to protect the safety of facility patrons, and/or protect and maintain municipal assets.

14.Liaises with public users of facilities on a daily basis and provides exceptional customer service by responding to custom concerns and needs in a polite, courteous, and efficient manner.

15.Receives and records payments, prepares receipts for services and completes deposits.

16.Operates and maintains machinery, trucks, Zamboni, scissor lift, tractors, mowers, loader and other maintenance equipment and tools.

17.Represents the Town as owner of the facility at community functions held at municipal facilities and oversees licensed events ensuring conformance to regulations set out by the Alcohol and Gaming Commission of Ontario. Ensures function/rental sponsors comply with the provisions of the rental agreement.

18.Will be present in facilities when in use by the public to answer questions, issue keys and generally assist the public.

The above generally describes the duties involved with the position. However, municipal work is varied in nature and employees will be required to perform duties in addition to the above from time to time as directed by the Recreation Team Lead.

EDUCATION REQUIREMENTS:

1. Secondary School Graduation Diploma. A college diploma in a recreation related field would be considered an asset.
2. Possession of Basic Refrigeration is considered an asset.
3. CIT (Certified Ice Technician) certification is considered an asset.

4. Valid Propane Handling Certificate.
5. Current Standard First Aid/CPR C/AED certification is required.
6. Certified through Smart Serve Ontario

EXPERIENCE:

A minimum of three (3) years' experience working in a recreation facility operation including maintenance and supervision responsibilities.

SKILLS AND ABILITIES:

1. Experience performing maintenance, janitorial, parks and other facility operational duties.
2. Highly organized with the demonstrated ability to prioritize, set schedules, handle multiple rentals and competing demands while meeting deadlines.
3. Understanding basic cash handling and general accounting principles and practices.
4. Must possess and maintain a valid Ontario Class "G" Driver's license with driving record.
5. Familiar with appropriate procedures with liquor licensed events, Alcohol and Gaming Commission of Ontario regulations.
6. Commitment to a team approach and a strong focus on customer relations and customer satisfaction.
7. A high level of initiative is required with the ability to work with limited supervision.
8. Excellent written and verbal communication skills.
9. Ability to exercise good judgement in decision making.
10. Work with the public, in a service-oriented environment, to transfer information to the public with tact and diplomacy.
11. Demonstrated ability in the operation and maintenance of mechanical, electrical and life safety and building systems.
12. Demonstrated understanding and ability to identify and correct unsafe conditions under the Occupation Health and Safety Act and all regulations.

WORKING CONDITIONS:

This position is scheduled to work irregular shifts including nights and weekends, early mornings, days, evenings, overnight, weekends and statutory holidays. Ability to work in a fast-paced environment with changing priorities.

PHYSICAL DEMANDS:

The employee is regularly required to stand; sit; walk on a wide range of surfaces; use hands to finger, handle or feel; reach with arms; climb or balance; stoop, kneel, crouch, or crawl, and talk or hear. Ability to lift up to 40 kg unassisted. Use manual and powered pneumatic, hydraulic, gas and electric powered tools and equipment. Staff may also be required to stand for a full shift and walk on uneven surfaces.

ENVIRONMENTAL DEMANDS:

The environment may be busy, noisy, often dealing with several requests by staff/public during short intervals of time. The employee must be a good communicator and be able to manage various issues with staff and the public. Must be prepared and able to work both indoors and out; weather conditions ranging from very cold to very hot and humid. The Facilities Supervisor may be exposed to unpleasant sights and smells. The Facilities Supervisor may at times be exposed to dangerous and/or toxic substances and must take the necessary precautions to protect eyes, nose and skin from irritation and infection.

SENSORY DEMANDS:

The position requires the operation of ice surfaces and/or specialized equipment such as ice edger, scissor lift, tractor, whipper snipper, etc.

MENTAL DEMANDS:

This position must be able to manage a number of requests and tasks at one time and deal with tight deadlines while accommodating unplanned interruptions. Excellent organization and time management skills will be needed to complete the required tasks. Occasional exposure to difficult users. Demonstrated ability to maintain a professional demeanor and confidentiality when handling complaints. Excellent organization and time sensitive skills will be needed to complete required tasks.

SAFETY:

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town's Safety Policy and understand their:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

As a **SUPERVISOR** you shall ensure:

- That a worker works in a manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and the regulations;

- That a worker uses or wears the equipment, protective devices, or clothing that the workers' employer requires to be used or worn;
- To advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
- Where prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and
- To take every precaution reasonable in the circumstance for the protection of a worker.

All employees must follow the Town's Health and Safety policy and comply with the Occupational Health and Safety Act.

WORKING RELATIONSHIPS:

INTERNAL	CAO, Department Heads, Support Staff, Members of Council.
EXTERNAL	Public, community organizations, non-profit organizations, inspectors.