

Municipality of Brockton Facilities and Parks Coordinator

The Municipality of Brockton invites qualified applicants for the full-time position of Facilities and Parks Coordinator. This position will supervise and assist with the day-to-day and seasonal operation of recreational and cultural facilities and parks, providing co-ordination of the maintenance of arena, community centres, libraries, outdoor pool, campground, trails, sports fields, playgrounds and supervision of maintenance staff resources. This position will also coordinate arboriculture, horticulture and turf management activities and will provide support to recreational programming and special events in terms of equipment set-up, facility maintenance, monitoring attendance and providing security of buildings and grounds.

The ideal candidate will have parks and facility experience, be out-going, self-starter, flexible, exhibit superior time management capabilities and have excellent written/oral communication and computer skills.

Primary Responsibilities:

- Assists the Director with coordinating, scheduling and supervision of facilities, equipment and staff.
- Co-ordinates daily and weekly task assignments to staff providing direct supervision of full-time, part-time and seasonal maintenance staff, assigning work and ensuring quality control performance.
- Overseeing the daily operation of Lobies Campground.
- Providing access to facilities and overseeing contractors and ensuring their work meets and or exceeds the standards of the specified services to be provided.
- Co-ordinates or carries out the preventative maintenance scheduling of equipment, buildings, parks, grounds, mechanical and life systems.
- Co-ordinates or carries out ice making/painting, ice maintenance and refrigeration plant operations.
- Co-ordinates or carries out the maintenance of the outdoor pool and associated mechanical equipment.
- Assists the Director with realizing departmental goals and objectives for sustainability, such as energy efficiency and asset management programs.
- Prepares and compiles various reports and proposals as requested.

Qualifications/Knowledge/Skills Required:

- Diploma in Recreation, Facility Management or a related field is preferred.
- Having or willingness to obtain professional development courses, workshops, certificates or designations from provincially recognized associations such as Ontario Recreation Facilities Association, Parks Recreation Ontario and Ontario Parks Association is an asset.
- Minimum of 3 years related experience in recreation in a municipal environment with knowledge of facilities, arenas, pools, parks, sports fields, trails, related equipment and operations.
- Demonstrated supervisory experience is required.
- Excellent Communication (written, oral and interpersonal) skills.
- Superior Customer Service skills.
- Ability to deal effectively and courteously in all aspects of the position, including diplomacy, tact, discretion and good judgement skills.
- Working knowledge of Microsoft Windows and Office (outlook, word, excel, power point) applications and facility booking software.
- Working knowledge of legislation and best practices as it relates to the operation of recreation facilities, arenas, pools, parks, trails and sports fields.
- Working knowledge of Occupational Health and Safety Act and its regulations.
- Possess a valid NSPF® Certified Pool/Spa Operator® Certificate.
- Possess a valid Basic Refrigeration Certificate.
- Posses a valid First Aid/CPR/AED Certificate.
- Posses a valid Class "G" Driver's Licence in good standing.

Additional Information:

- Salary position with a comprehensive health benefits package and OMERS pension.
- 40 Hours per week including evening and weekend work.

A copy of the job task list is available by visiting www.brockton.ca/careers.

If you are looking for an opportunity to be progressive, innovative and supportive in a leadership role with a comprehensive benefits package please submit your resume and cover letter in confidence to the undersigned by **4:30 p.m. Monday, September 14, 2020** via e-mail or regular mail. It should be noted that only those individuals selected for an interview will be contacted.

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