



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 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.
- 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.
- 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.

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.
- Minimum of 3 years related experience in recreation in a municipal environment
- Demonstrated supervisory experience is required.
- Excellent Communication (written, oral and interpersonal) skills.
- Superior Customer Service skills.
- Working knowledge of Microsoft Windows and Office 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.
- 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.

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

Please submit your resume and cover letter in confidence to the undersigned by **4:30 p.m. Friday, March 27, 2020** via e-mail or regular mail. It should be noted that only those individuals selected for an interview will be contacted.

Julie Farrell, Human Resources Generalist
100 Scott St., Box 68
WALKERTON, Ontario N0G 2V0
(519) 881-2223
jfarrell@brockton.ca

The Municipality of Brockton is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the Municipality of Brockton will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Municipality of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.