



THE CORPORATION OF THE TOWNSHIP OF ESSA

POSITION DESCRIPTION

MANAGER OF PARKS & RECREATION

POSITION: Manager of Parks & Recreation

DEPARTMENTS: Parks & Recreation

REPORTS TO: Chief Administrative Officer (CAO)

POSITION DETAILS:

Position Status: Full Time

Pay Method: Salary

Normal Work Week: 35 hours and expected to attend some evening and weekend events and meetings

Overtime Status: unpaid, 5 days off in lieu of overtime; plus 2 floater days if attends at least 75% of Council meetings

PURPOSE and SCOPE:

The Manager shall be responsible for the overall management and strategic planning for the Parks and Recreation Department including but not limited to, guiding and directing the planning, administration, implementation and evaluation of all municipal parks, recreation and leisure services to meet the needs and the interests of all residents of the Township of Essa.

The Manager will ensure that the administration, operation and maintenance of all programs, facilities and parklands are performed in accordance with Council's goals, objectives, policies, by-laws and procedures and be an active participant of the Senior Management Team reporting to the Chief Administrative Officer (CAO).

SPECIFIC DUTIES:

1. Manages the Parks and Recreation Department and provides leadership with the authority and accountability which is delegated from Council through the CAO.
2. Develops and recommends to Council municipal policy regarding facilities, programs, parks, open spaces, service delivery, operation, maintenance and administration within the mandate of the department.
3. Communicates regularly with the CAO, Council, Senior Management Team, Parks and Recreation Advisory Committee, and Staff regarding policy matters.
4. Establishes strategies and action plans to achieve the goals and objectives approved by Council and shall be responsible for programming, passive and active facilities, trails, events and master planning.
5. Supervises staff in the area, exercising the full range of managerial responsibilities: assigns and oversees their work; sets performance standards and work schedules, and ensures that they are met, assigns overtime, schedules vacations, grants time off, trains staff, monitors performance, conducts performance evaluations and recommends step increases; participates on hiring committees, trains, develops and evaluates employees accountable to the Manager of Parks and Recreation in accordance with the policies of the organization and best human resources practices; recommends disciplinary action when appropriate. Fosters a team environment by role modeling leadership behaviour empowering employees and building team capability.

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6. Identify community needs and align the Department to meet those needs where appropriate.
7. Forecast the need for adjustment of the Department based on changing demographic trends or growth.
8. Ensures that the administration, record keeping, operation, maintenance and inspections of all Township facilities, trails, open spaces, sports fields, and parks are carried out and meet the highest standards in accordance with all accessibility, safety, fire and health regulations, by-laws and procedures.
9. Build/maintain relationships with internal and external stakeholders such as but not limited to, Essa's Economic Development Committee, Healthy Community Committee, Accessibility Advisory Committee, Tourism Association, sports groups, event organizers, schools, etc.
10. Direct and oversee construction/renovation contracts for facilities and park projects including design development, preparing and coordinating the preparation of tender specifications, requests for proposals, bid/tender analysis and associated reports.
11. Prepare emails, memos, letters, reports and other correspondence including recommendations/solutions in a timely manner. Shall return telephone calls and responses to emails, memos, and letters in a timely manner for good customer service reasons.
12. Performs regular site inspections of facilities, buildings, parks, sports fields, trails and open space areas to evaluate quality and scope of work being performed by contractors and staff, plus takes actions necessary to ensure standards are maintained and work is completed.
13. Acts as a member of the management team to develop, administer and ensure uniformity in the implementation of Township wide policies and procedures.
14. Responsible for the preparation, management, supervision and implementation of administrative procedures and practices, annual operating and capital budget for the department including monitoring these budgets to ensure over expenditures do not occur without the C.A.O. and/or Council's approval. Makes pro-active recommendations to ensure the infrastructure is in place for planned growth and rehabilitation needs and is responsible for project administration. Assists in the development and maintenance of facility life cycle costing including Asset Management.
15. Ensures the support staff complies with the records management program and other Township policies and programs.
16. Shall be expected to constantly review the efficiency and effectiveness of all Parks and Recreation operations and programs and shall provide recommendations for enhancement and improvements, including the creation of new programs with the goal of providing improved services to the public, generating more revenue for the Township and the Manager of Parks and Recreation shall take positive action and accountability for this purpose.
17. Shall be expected to plan and coordinate special events such as, but not limited to, the Essa Challenge and Salmonfest.
18. Other duties as assigned by the CAO.

HEALTH AND SAFETY:

Health and safety responsibilities include the following:

- ensure the working environment is maintained in a healthy and safe condition;
- provide ongoing safety education, including but not restricted to WHMIS and First Aid;
- prepare and provide standard operating procedures that include safe work practices;
- evaluate the health and safety performance of subordinates and divisions;
- provide first aid facilities as required;
- ensure that personal protective equipment, where required, is provided and used;
- investigate and report accidents/cases of occupational disease to appropriate authority;
- be familiar with the applicable requirements of the Occupational Health and Safety Act and Regulations to ensure compliance;
- understand and enforce the Township's Health and Safety Policies and Procedures;

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- advise each worker of the existence of any potential or actual danger to the health and safety of the worker, of which the supervisor is aware;
- take every reasonable precaution in the circumstances for the protection of the worker;
- ensure workers receive proper training and instructions prior to commencement of work;
- identify and inform superiors of occupational health and safety concerns.

HUMAN RESOURCES:

- Directly responsible for Arena Managers/Supervisors and Parks Supervisors, Arena Operators, Parks/Facility Maintenance Operators, and Recreation Coordinator/Programmer, including other staff as required.
- Ensures the effectiveness and efficiency of the department's organizational structure.
- Ensures that detailed and up to date job descriptions are prepared for all staff positions within the department for approval by the CAO.
- In accordance with the Township's Hiring Policy A01-16, as amended, hires required non-management staff within approved complement and reviews need for seasonal and part-time staff for new programs and prepares reports for review and approval of the CAO.
- Conducts an annual operational review of the department and presents findings to the CAO, Senior Management Team and Council.
- Conducts performance evaluations.
- Coach, mentor and motivate staff to take positive action and accountability for their work.
- Identify and resolve issues or conflicts.
- Encourage team work, innovation, creativity and continuous improvement.
- Manage/change initiatives and identify potential issues and alternate solutions.

FINANCIAL RESOURCES

- Prepares and monitors annual operating and capital budgets and ensures that no over expenditures occur without the C.A.O. and/or Council's approval. Presents proposed budgets to the Parks and Recreation Advisory Committee, CAO, Manager of Finance and Council.
- Prepares a five year term capital budget and updates it annually for presentation to the CAO, Manager of Finance and Council.
- Researches and keeps abreast of all grants and funding available, and, when appropriate, applies for same.
- Carry out continuous optimization of operations in collaboration with the CAO and the Senior Management Team (best management practices, align operations and constant changing business environment).
- Develop business case justification and cost/benefit analysis for spending and initiatives.
- Annually reviews user fees for municipal facilities parks, recreation and leisure services. Reviews, revises, develops and recommends a complete and equitable user fee policy to the CAO, Senior Management Team and Council.
- Shall ensure that all user contracts are signed and payment is received in advance of when the user books a facility.
- Shall ensure that the use of Purchasing Cards conforms to departmental and corporate policy and procedures.
- Monitor and control the utilization of purchasing cards within the Department.

MARKETING AND PROMOTION

- Prepare a marketing and promotion plan regarding all services, programs, special events, parks and facilities available to residents.

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- Prepare a Parks, Recreation and Facilities brochure/guide for public distribution.
- Prepare and approve webpage updates for the Township website (related to Department information), including other promotional materials.

MATERIAL RESOURCES

- Carries out duties using a variety of office equipment including computer, telephone, two-way radio, mobile communication devices, photocopier, fax machine, GIS mapping.
- Operational use of Township vehicles and must have a valid Ontario Class G license with a satisfactory driving record including a reliable vehicle to use for corporate business.

SKILL & EFFORT - Knowledge

- High level decision making ensuring the corporate mandate/policies are at the forefront.
- Effective presentation and excellent public speaking skills
- Strong report writing skills
- Effective problem solving and public relation skills
- Good knowledge of park design, arena requirements & recreation programs
- First Aid, WHMIS, CPR Trained
- Post-Secondary Degree/Community College Diploma in either Recreation and Leisure Services, Horticulture, Turf Management, Facility Management or a related discipline.
- Thorough knowledge of word processing and spreadsheet applications.
- Respond to inquiries and/or resolve concerns from the public, user groups, external stakeholders, vendors, CAO and Council in a timely manner.
- Good organizational and time management skills
- General knowledge of municipal operations and organizational structure
- Pleasant and effective communication skills.
- Proficiency with Microsoft Office and Excel spreadsheets.
- Proficiency with Max Galaxy software.
- Working knowledge of arena management, facilities management, property management and recreation programming.
- Confidentiality required in many aspects of the work.

SKILL & EFFORT - Physical

- Manual dexterity to operate office equipment
- Physically able to climb stairs, lift light loads on an occasional basis
- Stamina to walk through parklands/facilities in order to perform inspections when necessary
- Able to drive a motorized vehicle (car, truck, van).

INTERPERSONAL SKILLS

- **Internal** - Ability to interact pleasantly and effectively with staff members, other department managers, the CAO and members of council.
- **External** - Ability to interact pleasantly and effectively with volunteer committees, Developers and their consultants, residents of Essa, other municipalities, user groups and miscellaneous agencies to provide information or work in a co-operative manner.
- Develops and implements customer service strategies to maintain a high level of customer service satisfaction in the Parks and Recreation Department.

WORKING CONDITIONS

Physical Environment (nature of physical environment, exposure to hazards/risk of injury):

- Work in an office environment, outdoors, arenas, parks, halls and other places of business. Physical risks are low but may include soft tissue repetitive strains.
- Site visits required on occasion which may include walking over rough terrain, exposure to dust, noise, fumes, dirt, chemical products, vibration, dangerous equipment, confined areas, grease and oil, temperatures outside the normal range and other weather conditions.
- Some out of office meetings.
- Intense visual concentration for computer work, report writing, etc.
- Long periods of sitting required for computer work.
- Driving vehicle.
- Extra safety measures may be necessary to prevent harm.

Mental Environment (frequency of interruptions, contact with public, deadlines, control of work schedule):

- Attends all Council meetings and Parks & Recreation Advisory Committees normally convened including working evenings and some weekends.
- Required to work week days, weekends and evenings as necessary.
- Required to deal with angry or abusive people which can include uncomfortable situations.
- Balance multiple demands.
- Deal with interruptions/distractions.
- Address tight deadlines.
- Protect self from accident/incident.

The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Township of Essa reserves the right to amend this position description at any time provided that such changes do not represent a substantial change in the purpose or nature of the position.

Revised: May, 2019

ACKNOWLEDGEMENT:

I hereby acknowledge and confirm that the above duties and responsibilities are generally the main duties and responsibilities that are performed in this position; that I shall comply with such duties and responsibilities; and, that I have read, understood and agree with this job description.

Signature:

Print name

Position Description approved by:

Date: _____