



CORPORATION OF THE TOWN OF MATTAWA JOB DESCRIPTION

POSITION TITLE: RECREATION AND FACILITIES SERVICES MANAGER

REPORTS TO: CHIEF ADMINISTRATIVE OFFICER/TREASURER

PURPOSE OF THE POSITION:

This position is considered a management position and therefore the Recreation and Facilities Services Manager is expected to work hours in excess of the minimum to satisfy the requirements of the position in order to achieve performance goals. Minimum hours of work are 40 hours per week between the hours of 8:00 a.m. and 5:00 p.m.

To oversee all recreation and cultural programming and to coordinate the development and maintenance of parks, facilities and programs to respond to the needs of the community. Provide leadership and direction to the department and all related programs and services.

SCOPE OF THE POSITION:

- Develop long and short-term goals and objectives, plans and strategies for the Department for review by the Senior Management Team and Council and direct the implementation of same;
- Initiate and maintain solid and effective strategic alliances and partnerships within the community for the development of an enhanced resource base and cooperative service provision;
- Direct the implementation of surveys and research to determine community needs for leisure services and evaluate the effectiveness and efficiency of existing programs and services on a regular basis, initiating all the required changes;
- Determine staffing requirements in the Department and participate in hiring and assignment of work;

- Review and oversee development and training of Department staff and ensure that Occupational Health & Safety practices are observed;
- Develop, administer and manage the Department's budget in cooperation with the Senior Management Team, and direct the overall expenditures and revenues in accordance with budget approvals;
- Perform as a member of the Senior Management Team in reviewing and approving all reports and recommendations for submission to Council, and assist in the development, administration, and ensure uniformity in the implementation of Town-wide policies and procedures;
- Act as spokesperson on behalf of the Department, and create and maintain very positive relationships with private agencies, public societies, neighbourhood/community organizations, and all volunteers and groups interested in community service;
- Develop a comprehensive maintenance and energy management program for all recreation facilities and coordinate with all Town Departments for the implementation of the program;
- Responsible for the administration of related programs and services including the Arena, Parks, and other Town Facilities, and related community development projects;
- Oversee management of facilities and related improvements to Town properties and facilities including building maintenance and renovations of the Mattawa Travel Information Centre, Marina, Library, Museum and Arena;
- Manage the operation of the Mattawa Waterfront Marina;
- Handle all incoming and outgoing correspondence concerning the Department and facilities controlled;
- Application and administration of pertinent grant programs, and Lease and Contract Agreements for services provided;

- Ensure that a high standard of safety, cleanliness and technical operation is maintained in all municipal facilities. Supervise maintenance operation, recommend and engage appropriate contractor and equipment for major repairs.

EDUCATION/EXPERIENCE REQUIREMENTS

- Diploma in recreation planning, leisure studies or facility management is preferred.
- A minimum of 5 years progressively responsible management experience in a related field such as recreation development, applied health, facilities and property management.
- A thorough knowledge of comprehensive recreation and leisure service delivery systems.
- Knowledge of parks and facilities development, construction methods, facility maintenance and energy management.
- Extensive knowledge of current management principals and theories as they relate to the programs and services of local government.
- Knowledge of budgeting practices and processes from initial development to regular monitoring and variance reporting functions.
- Detailed knowledge of and the ability to interpret and administer a variety of regulations, acts, policies and guidelines.
- Knowledge of political processes, and strong political and community insight.
- Organizational, analytical and planning skills to effectively access, direct and manage the related programs and services.
- Management skills to supervise, motivate and energize staff.
- Communication skills, both verbal and written, to prepare reports, make presentations, participate in negotiations.
- Knowledge, understanding and general use of technology is considered an asset.
- Strong interpersonal skills to interact with staff, public, Council, and volunteers, and maintain effective relationships.
- Ability to provide effective leadership to the management team.
- Valid Ontario Driver's Licence.
- Must be bondable and be able to provide a police background check.

WORKING CONDITIONS

- The Recreation and Facilities Services Manager works independently within established policies and procedures, with minimal supervision. Work is performed to meet frequent deadlines with frequent interruptions to complete new assignments with higher priority.
- Required to deal with dissatisfied customers on an occasional basis.
- Incumbent may be required to attend Council and/or Committee meetings and to work additional hours as required from time to time.
- Travel may be required
- May have to respond to emergency situations
- Willingness to take other courses as directed by the Municipality and must abide by all rules of confidentiality.

CERTIFICATION:

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Employee Signature		CAO/Treasurer	
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Print Name	Date	Print Name	Date
I certify that I have read and understood the Responsibilities assigned to this position.		I certify that this job description is an accurate description of the responsibilities assigned to the position.	
<p><i><u>Note:</u> This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing needs of the organization.</i></p>			