



## **Job Posting**

### **Manager of Facilities & Parks (6 Month Term)**

The Municipality is currently accepting resumes for the position of Manager of Facilities & Parks (6 Month Term). The Manager has overall responsibility for the Municipality's recreation facilities, playing fields, parks, and open spaces. This responsibility includes the operation, maintenance, improvement, promotion, and marketing of those assets, which are primarily located in the Springhill area, including the Dr. Carson and Marion Murray Community Centre, the adjacent Lions Park amenities (ball fields, tennis and basketball courts, playgrounds, trails and the outdoor skating rink), the Hilltop Playground, the Glooscap Campground, and recreation facilities in Parrsboro.

#### Qualifications:

- University Degree in Recreation, Facility Management, or a related field.
- Minimum 3 – 5 years recreation facility management experience.

Please visit our website at [www.cumberlandcounty.ns.ca](http://www.cumberlandcounty.ns.ca) for a detailed description and pay scale.

The Municipality will begin reviewing resumes Monday, December 17, 2018 and the competition will remain open until the position is filled.

Please forward your resumes to:

Municipality of the County of Cumberland  
Kellie Seaman, Recruitment & Procurement Officer  
1395 Blair Lake Rd  
Upper Nappan NS B4H 3Y4

[kseaman@cumberlandcounty.ns.ca](mailto:kseaman@cumberlandcounty.ns.ca)

\*Clearly mark your resume "Manager of Facilities & Parks (6 Month Term)"

## MUNICIPALITY OF THE COUNTY OF CUMBERLAND

### Position Description

# **Manager of Facilities & Parks**

*Community Development Department*

#### **Overview**

The Manager of Facilities & Parks is key to providing ample and quality recreational, physical activity, and leisure opportunities to residents in and around the community of Springhill in particular, and to some extent in the overall Municipality as well. It is anticipated the Manager's responsibilities may be expanded to other areas of the Municipality as resources permit.

The Manager has overall responsibility for the Municipality's recreation facilities, playing fields, parks, and open spaces. This responsibility includes the operation, maintenance, improvement, promotion, and marketing of those assets, which are primarily located in the Springhill area, including the Dr. Carson and Marion Murray Community Centre, the adjacent Lions Park amenities (ball fields, tennis and basketball courts, playgrounds, trails and the outdoor skating rink), the Hilltop Playground, the Glooscap Campground, and recreation facilities in Parrsboro.

The Manager is responsible to ensure that all work, activities, and programs are carried out in a way that ensures the health and safety of the public and employees of the Municipality.

As a member of the Management Team, the Manager of Facilities & Parks provides advice and recommendations to Municipal Council and participates in a variety of initiatives not necessarily related to the core responsibilities of this position.

The positions directly reporting to the Manager include the Events Coordinator, the two Active Living Coordinators, the Reception Cashier/Administrative Assistant, the Maintenance Lead Hand, Crossing Guards, Courier, and the Glooscap Campground Attendant.

This position reports to the Director of Community Development.

### **Behavioral Competencies**

Behavioral competencies are how we behave, act, and, think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. The core competencies required by this position include:

- Teamwork
- Customer Service
- Communication
- Relationship Building
- Holding People Accountable
- Leading and Developing Others

### **Outcomes and Key Responsibilities**

**Ample, high quality, safe recreational, physical activity, and leisure opportunities are provided to residents using the Municipality's recreational facilities and parks.**

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- Ensure the necessary long term and short-term plans and budgets, including goals and priorities, are developed and implemented;
- Ensure the staffing resources need are in place and properly trained and motivated; and
- Ensure the facilities and parks are well supplied and maintained.

**Staff working at the Community Centre and maintaining the Municipality's outdoor recreation facilities and parks consistently demonstrate superior customer service and a robust health and safety culture.**

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- Ensure all relevant legal requirements (e.g. the Occupational Health and Safety Act and related regulations, the Smoke-free Places Act, the Health Protection Act, the Food Safety Regulations), as well as the relevant Municipal policies and procedures (e.g. the Safety Policy, the Health and Safety Program, the Volunteer Policy) are complying;
- Ensure that all staff and volunteers are properly trained and have all required certifications;
- Ensure that the kitchen and canteen are properly equipped;

- Ensure appropriate records and preventative maintenance programs are established and maintained; and
- Ensure the support, training, and teamwork needed to achieve these outcomes are in place.

**Council and senior management are kept informed of the significant programs and initiatives undertaken by the Manager and reporting staff, including the results of those activities.**

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- Provide Council and senior management with regular reports of initiatives, programs, and other activities, including the results in terms of user and participant statistics;
- Ensure all communications and reports, whether prepared personally or by other staff reporting to the Manager, are clear, concise, and comprehensive; and
- Managing capital expenditures and facility upgrades at the Glooscap Campground.

**The Community Centre and adjacent amenities are well promoted and marketed, including rentals and sponsorships, to ensure participation and revenue streams are maximized and operation of the Centre is sustainable.**

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- Develop and implement short and long-term plans, including marketing and communications, consistent with municipal and provincial strategies; and
- Engage individuals, teams, volunteers, and organizations in the programs, initiatives, and activities offered through the Municipality's facilities and parks.

**Finances related to recreational facilities and parks are well managed and accurately reported.**

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- Develop and implement accurate and complete budgets;
- Use the Municipality's accounting system and software to their full advantage in the preparation of budgets and regular reports; and
- Link financial plans and reports to strategy and policies.

### **Qualifications**

University Degree in Recreation, Facility Management, or a related field.

Minimum 3 – 5 years recreation facility management experience.

Excellent written and oral communication skills.

Records management experience in a computerized environment.

Occupational Health and Safety training including WHMIS, First Aid, and CPR.

### **Terms and Conditions of Employment**

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.

<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
\$61,403	\$64,473	\$67,544	\$70,614	\$73,684	\$76,754