



Career Opportunity – Internal/External Posting

Manager of Recreation Community and Development Services

Position Summary:

Reporting to the Director of Community and Development Services, the Manager of Recreation is responsible for the administration, day-to-day operations, and management of the Nature Fresh Farms Recreation Centre (NFFRC) and the Leamington Marina, as well as overseeing maintenance of all municipal facilities according to municipal standards and within approved budgets.

Key Responsibilities:

- This role is responsible for overseeing the management, development, and delivery of services and programs for the following municipal facilities and areas:
 - Nature Fresh Farms Recreation Centre
 - Leamington Marina
 - Scheduling of open spaces for sports and recreational activities
 - Supervision and leadership of facility staff
- Play a significant leadership role in the development and management of the Municipality's Asset Management System, including the completion, monitoring and reporting of condition assessments.
- Manage the safe and efficient daily operations and maintenance of all municipal buildings.
- Responsible for the human resource management of the NFFRC and Marina staff, including part-time staff and positions covered under the Collective Agreement:
 - Plan, prioritize, and assign work.
 - Provide positive daily leadership to staff in a safe, inclusive and respectful manner.
 - Provide staff direction, resolve conflicts, motivate and support the team, and hold regular meetings to communicate work plans and evaluate performance.
 - Supervise the development and operation of recreation programs, services and revenue strategies.
 - Prepare written reports for the Senior Leadership Team and Council.
 - Develop, maintain, and ensure compliance with legislation, policies, procedures, and guidelines for operations, covering hazardous materials, customer service, facility allocation, health and safety, and financial management.
- Responsible for the financial management of the NFFRC and Leamington Marina:
 - Prepare, present, monitor, and evaluate multi-year capital and operating budgets for all public buildings and properties.

- Prepare, issue and evaluate requests for proposals and tenders and monitor and supervise work undertaken by contractors.
- Approve expenses for operations, services, capital projects, and grants while monitoring expenses and revenues against the budget. Prepare, submit and evaluate grant applications for provincial and federal programs in consultation with the Finance department.
- Create a Recreation Services business case to address future service levels, utilization and cost recovery targets.
- In collaboration with the Legal department, negotiate contracts and lease agreements with various users and stakeholders.
- Responsible for the customer service and administration components of the NFFRC and Marina:
 - Ensure facilities are maintained, including cleanliness and preventative maintenance schedules.
 - Coordinate maintenance and capital projects through the Facility Supervisor.
 - Coordinate rentals, events and activities held at the NFFRC.
 - Collaborate with community groups and members of the public regarding their use of municipally owned facilities and services.
 - Respond in a timely and professional manner to all public and customer inquiries and complaints.
 - Develop appropriate key performance indicators for all areas of responsibility that are to be used to evaluate success and to inform future service levels and offerings.
- Comply with applicable provincial and municipal legislation, including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, and the Municipality's Health and Safety Program.
- Other duties as assigned.

Qualifications, Knowledge, and Skills:

- Must have a post-secondary degree or diploma in business, facility management, or equivalent in education and/or experience managing recreational operations or in another related field.
- Must have at least five years' experience in municipal management, facilities and/or recreation experience.
- Must have a thorough working knowledge of facilities management, including refrigeration systems (arenas), electrical, plumbing and mechanical operations and maintenance.
- Must have a strong background in budget development, project management, employee/volunteer supervision, and community relations.
- Must demonstrate the ability to contribute to and build a collaborative, team-based, healthy and safe culture and to engage and inspire a workforce of unionized and non-unionized staff.
- Effective verbal communication skills, political acuity, tact, and strong interpersonal skills to engage with members of the public, staff, council and other levels of government.

- Excellent written communication skills with attention to detail and accuracy, and report writing abilities.
- Must demonstrate time-management skills with the ability to prioritize workloads and meet deadlines with minimal supervision.
- Ability to demonstrate adaptability and initiative consistently with commitment to change management, quality improvement and innovation.
- Must possess and maintain a valid Ontario Class 'G' Driver's Licence.
- Standard First Aid/CPR/AED or ability to acquire within 90 days.
- Must be proficient in computer applications in a Microsoft Windows environment.
- Knowledge of ActiveNet and HMS Marine computer application systems is an asset.
- ORFA Professional designation would be an asset.

Hours of Work and Working Conditions:

35 hours per week in an office environment. Some travel and attendance at evening meetings is required. Some weekend work and "on-call" availability are expected of the position. Lieu time is capped at 70 hours annually.

Employee Group:

Non-union.

Salary Range:

\$115,197.74 - \$134,765.07 (2024 Rates)

Closing Date:

Applications must be received by 11:59 PM, Monday, November 11, 2024.

How to Apply:

Interested candidates must apply online through our website, leamington.ca/careers

We thank all applicants; however, we will contact only those selected for an interview. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761