



VACANCY POSTING

POSTING #: NU-2020-24 Posting Period: October 29 – November 16, 2020	EMPLOYEE GROUP: Non-Union POSITION STATUS: Permanent Full-Time Hours worked per week: 35
Position: Supervisor, Facilities, Parks, Cemeteries & Forestry Operations Grade: 8 Current Wage Range: \$82,879 - \$93,228 / annum (Jan 2020)	Department / Division: Public Works / Facilities, Parks, Cemeteries & Forestry Operations Location: Haldimand County Administration Building

PURPOSE OF POSITION:

Reporting to the Manager, Facilities, Parks, Cemeteries & Forestry Operations, the incumbent will:

- supervise the day-to-day operation and maintenance of County facilities as well as parks and cemeteries, within financial parameters approved by Council
- supervise and manage staff assigned to the maintenance and operation of County facilities and parks
- be responsible for the monitoring and maintenance of the Corporate lock and security system (i.e. key and swipe card distribution and tracking); act as call centre liaison for security/alarm calls; respond to security and alarm calls
- oversee assigned capital projects associated with Facilities & Parks Operations

EDUCATION & EXPERIENCE:

- College degree or diploma relative to area of responsibility (parks / turf , facilities / environmental maintenance, recreation management)

PLUS

- 5 years or more current related experience including management and supervisory responsibility (may include additional speciality training)

Or equivalent to that combination

KNOWLEDGE & SKILLS REQUIRED:

- Good understanding of municipal government, its operations and services, plus sound understanding of legislation, regulations relative area of responsibility
- Leadership skills to provide guidance and direction to assigned staff; to motivate staff to direct their efforts and skills toward achievement of work / project objectives; to encourage the development of staff skills, knowledge and abilities and in doing so create a constructive, results-oriented work environment
- Sound technical knowledge relative to accountabilities including demonstrated project management skills
- Interpersonal skills to increase staff morale, team building, team spirit and community pride; to resolve work-site complaints / disputes / issues and manage contractors, consultants and to establish and maintain good working relations with others (County staff, peers within other organizations, agencies / organizations)

- Good knowledge of business processes and financial management methods to assist with the development of Division budgets; to work within approved budgets and to recommend and / or take appropriate action to maintain sound financial position
- Research, analytical, problem solving and decision-making skills to enable the assessment of issues / situations, develop options and make decisions necessary for the effective and efficient operation of work unit
- Communication skills (listening, writing, verbal) to provide clear direction to assigned staff; to prepare required reports, correspondence, documentation; to ensure solid understanding of work requirements, work guidelines
- Time Management / organization skills to identify priorities and re-arrange work if required to meet identified deadlines
- Valid Ontario Drivers license and access to a reliable vehicle.

COMPUTER EXPERTISE:

Level 3 - The incumbent must possess introductory and intermediate level computer skills scored at 65% or higher for Outlook and at least one of Word / Excel / PowerPoint to ensure their

- proven ability to apply essential functions of desktop software to create simple spreadsheets, documents,
- send and receive emails,
- use Internet for research,
- file management
- and/or require introductory to intermediate knowledge of department or division-specific software to accomplish job tasks

Accountabilities / Tasks

Include, but are not limited to, the following:

- Contribute to the development of appropriate divisional policies and procedures; administer applicable legislation and regulations relevant to the Division; including relevant collective agreements and other corporate policies
- Ensure that corporate / division goals and objectives are always in consideration while work is being performed
- Assist with the development of, recommend and document approved annual and long-term plans for the Facilities & Parks Operations division, communicate information to staff, public and partner organizations, and encourage all to participate in an ongoing program of continuous service improvement.
- Manage projects and work activities; ensure staff, County or contracted, understand and safely conduct work within applicable Acts, regulations, approved County policies and procedures.
- Ensure the development of appropriate fire safety plans and conduct facility inspections, fire extinguisher and panel inspections
- Apply sound human resource management practices (recruitment, development, discipline, performance evaluation and termination) in accordance with approved policies to ensure an effective team that efficiently and safely completes all assigned work
- Ensure a positive work place free of intimidation and harassment; Demonstrate commitment to the Haldimand County code of conduct
- Provide supervision and guidance to staff; ensure all involved with work / project have clear understanding of the work to be completed and the processes and procedures to follow (result: completion of all work within identified timeframe and budget)
- Complete procurement requirements and manage contracts for County facilities (including recreational facilities), parks and cemetery operational projects (for example: grass cutting, portable washrooms, cemetery lot opening, pro shop operations, concessions, vending, etc.)
- Responsible for procurement / purchasing for County facilities (including recreational facilities), parks and cemeteries supplies (for example: tools, hardware, building & electrical supplies, janitorial supplies)
- Administer and supervise health & safety / Ministry of Labour remedial work on all facilities
- Complete procurement requirements and manage contracts for County facilities (including recreational facilities), parks and cemeteries capital projects, including projects such as AODA required upgrades and building condition assessments
- Research and prepare / draft reports to / for the Manager on current projects, conditions, issues, make recommendations as required; present information at public meetings, Council meetings, staff meetings, if required

- Ensure records for all projects / work undertaken are current, accurate and complete and that documentation is readily retrievable
- Assist Division Manager with budget preparation; monitor financial status throughout the year, take appropriate actions to ensure adherence to the approved budget; ensure that secure revenue handling and control processes and practices are in place and working.
- Represent the Department and/or Division at relevant meetings
- Practice effective public relations to sustain the positive image of the Corporation in Haldimand County; respond to inquiries from the public/other external sources regarding services.
- Establish and maintain relationships with counterparts in other Municipal governments, and ensure cooperative relations with Staff, other levels of government and agencies
- Undertake tasks / work assignments as directed by Manager or designate

All Haldimand County employees are expected to:

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:

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| - a current (within the past 6 months) Police Check | YES – OPP LE219 |
| - a pre-hire physical | NO |

County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM and submit the completed form together with a resume and covering letter as appropriate in confidence to Human Resources by 4:30 p.m. on the last day of this posting.

AN EQUAL OPPORTUNITY EMPLOYER

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant’s accessibility needs due to disability.

As per current Legislation, if it is determined that those employees with priority placement status are suitable for this job, before a selection decision has been made, this competition may be cancelled.