

# TOWN OF NIVERVILLE

<b>POSITION TITLE:</b>	<b>SUPERVISOR OF RECREATION FACILITY MAINTENANCE</b>
<b>REPORTS TO:</b>	<b>MANAGER OF RECREATION MAINTENANCE</b>
<b>JOB TYPE:</b>	<b>FULL-TIME</b>

## POSITION SUMMARY

The Supervisor of Recreation Facility Maintenance, under the supervision of the Manager of Recreation Maintenance, will be responsible for the supervision of Recreation Maintenance Staff, the maintenance of parks and recreation facilities, including but not limited to, the Niverville Community Resource and Recreation Centre (CRRRC), Centennial Arena, Curling Club, and Hespeler Park. This full-time position will be responsible for ensuring facilities will be ready for rentals, keeping up with building cleanliness, ensuring equipment and facilities are in safe, working order.

## *GENERAL ACCOUNTABILITIES*

### **Staffing**

- Work with the Manager of Recreation Maintenance on the hiring of Recreation Maintenance Staff for the facilities, train, supervise, monitor, develop, and evaluate Recreation Maintenance staff as required.
- Schedule and assign maintenance shifts using the When I Work app, ensuring adequate coverage for all facility needs.
- Monitor and adjust schedules as needed to accommodate absences, emergencies, or special events.
- Train, supervise, and evaluate maintenance staff performance.
- Conduct regular team meetings to communicate expectations, updates, and safety protocols.
- Works within the Financial Budgets set out by the CAO.

### **Maintenance and Cleaning.**

- Develop, implement, and oversee facility maintenance schedules, including routine inspections and preventive maintenance.
- Ensuring the equipment and facilities are in safe, working order.
- Be responsible for all physical maintenance and upkeep of all Niverville Recreation & Wellness' equipment and facilities. In addition, shall assist in performing cleaning, janitorial services and maintenance tasks, ensuring the

buildings meet or exceeds the Manager of Recreation Maintenance and Director of Recreation & Wellness standards.

- Prepare the courts and flex spaces for bookings.
- Perform Fieldhouse Floor cleaning and maintenance based on recommendation.
- Complete weekly park inspections.
- Snow clearing and sidewalk salting around buildings as needed.
- Installation, paint and maintain ice at the CRRC, Centennial Arena and Outdoor Rink
- Maintain the cross-country ski trails within the Town.
- Perform grounds maintenance around buildings and in parks.
- Ensure the baseball diamonds are in excellent condition when rented.
- Ensure the soccer pitches are in excellent condition when rented.
- Maintain the splash pad.
- Perform all duties in conformance to appropriate safety and security standards.
- Perform routine inspections and maintenance of equipment and tools as required. Deficiency list to be provided to Director of Recreation & Wellness and / or Manager of Recreation Maintenance.
- Complete spot checks and walk throughs of facilities and parks to ensure a safe and clean environment.
- Maintain and regularly update maintenance manuals, policies, and checklists.

### **Collaboration & Communication**

- Work closely with administration to ensure maintenance needs are met for programming and events.
- Communicate effectively with staff, users, and management regarding maintenance concerns and updates.

### **Customer Service.**

- Greet people and direct them to appropriate areas.
- Communicate important building events / information to the building as required.

### **Other Duties.**

- Perform other duties as assigned by the Manager of Recreation Maintenance or Director of Recreation & Wellness.

## **KEY PERFORMANCE MEASURES**

- ✓ Service Quality, measured by community feedback and overall building cleanliness.
- ✓ Overall satisfaction of Facilities.
- ✓ Facilities & equipment downtime.

## **TECHNICAL COMPETENCIES**

- Must have the ability to lift 50 pounds regularly and exert 100 pounds of force occasionally, ability to climb, kneel, crouch, reach, stand, pull, lift, and grasp.
- Building or grounds maintenance background is considered an asset.
- Experience with equipment such as skid steer, payloaders, dump trucks, lawnmowers, grass trimmers, common hand tools and power tools considered an asset.
- Child Abuse Registry Check must be completed prior to employment, and maintained throughout employment.
- First Aid/ CPR considered an asset.

## **CORE COMPETENCIES**

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| ✓ <u>Integrity &amp; Trust</u> | Seen as a direct, truthful individual; widely trusted and adheres to a strong set of core values.  |
| ✓ <u>Accountability</u>        | Understands the role of leadership; make oneself accountable to manager(s)/ supervisor(s) relating to one's work performance.  |
| ✓ <u>Service Orientation</u>   | Demonstrates concern for meeting internal and external ratepayer needs in a manner that provides satisfaction for the ratepayer within the resources that can be made available. |

## **BEHAVIOURAL COMPETENCIES**

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| ✓ <u>Communication Skills—<br/>Oral</u> | Demonstrates the ability to speak thoughts and express ideas effectively in individual or group situations. |
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| ✓ <u>Communication Skills--<br/>Written</u> | Demonstrates the ability to express ideas, thought and concepts clearly in writing, using correct and appropriate grammar, organization and structure.  |
| ✓ <u>Problem Solving</u>                    | Identifies problems and uses logic, judgment, and data to evaluate alternatives and recommend solutions to achieve the desired organizational goal or outcome.                                    |
| ✓ <u>Action Oriented</u>                    | Can be counted on to get things done.   |
| ✓ <u>Self-Confidence</u>                    | Belief in one's own ideas and capability to be successful; willingness to take an independent position in the face of opposition or conflicting ideas.  |
| ✓ <u>Collaboration</u>                      | Works cooperatively with others, inside and outside the organization, to accomplish objectives to build and maintain mutually beneficial partnerships, leverage information, and achieve results. |
| ✓ <u>Delegation</u>                         | Delegates responsibility and authority as appropriate.  |
| ✓ <u>Innovation &amp; Creativity</u>        | Develops new insights into situations and applies different and novel solutions to make improvements with services, methods, systems or ideas.  |
| ✓ <u>Planning &amp; Organizing</u>          | Is able to quickly identify what is important, establish priorities, creating work sequences in order to coordinate effort while maintaining work flow and meeting deadlines.                     |

#### *GENERAL:*

Employee is expected to work 40 hours per week.

#### *PROBATION PERIOD*

The employee shall have a 3-month probation period, if a new hire.

#### *PLACE OF WORK*

Work location: Niverville Community Resource & Recreation Centre, 501 Centre Street,