



**Town of Erin
Position Description
Parks & Recreation Department
PARKS & RECREATION OFFICER**

Department: Parks and Recreation
Position Title: Parks & Recreation Officer
Reports To: CAO/Town Manager
Location: 5684 Trafalgar Road Hillsburgh Ontario

Job description and duties are currently under review

PURPOSE OF POSITION

Reporting to the CAO/Town Manager, the Parks & Recreation Officer is responsible for the supervision, maintenance functions, and operations of recreational amenities and services within the Parks and Recreation Department including but not limited to parks, playgrounds, recreational facilities, and sports fields. The Parks & Recreation Officer also acts as a liaison with external sports clubs.

The Parks & Recreation Officer, needs to demonstrate the following personal attributes: self-management, personal accountability, customer focus, conceptual thinking, interpersonal skills, leadership, goal achievement, planning & organizing, team work and written communication

OVERALL SCOPE OF POSITION AND CONTROL OF CORPORATE RESOURCES

Scope of Position

Responsible for the scheduling, planning operating and maintenance of Centre 2000, Hillsburgh Community Centre, Barbour Field Sports Complex, Victoria Park, and Public Parks & Playgrounds. Supervises and provides scheduling, guidance to Parks & Recreation Department staff. Ensures the safe management, operation and maintenance of the refrigeration plants in accordance to the TSSA requirements.

Control of Corporate Resources

People - Supervises staff within the department.

Finance - Under Direction of the CAO/Town Manager, and in consultation with the Director of Finance, assists in the preparation of annual Capital and Operational budgets for the Parks & Recreation Department.

Material and Information

- Responsible for ensuring the maintaining of Facility logs in accordance with the TSSA, CSA and the Ontario Fire Code

Major Responsibilities

- Provides direction and guidance to staff who are responsible for the delivery of day to day operations and programming.
- Identifies potential grant opportunities and provides technical details to non-departmental staff who are responsible for grant applications.
- Provide approved levels and standards of service through effective service delivery. Supervises a staff complement of full, part-time and permanent part-time staff.
- Provide the Parks & Recreation Department with an operational plan to follow for the year and a method to accurately record progress and achievements
- Under Direction of the CAO/Town Manager assists with hiring, disciplining, motivating, training and organizing meetings with full time and permanent part time staff within the department
- Recommends performance measures and works towards their completion.
- Responds to complaints from internal and external contacts in an appropriate and timely manner
- Identifies operating and capital needs for the Parks & Recreation Department Administers the capital and operations budgets for the Department
- Prepares and s reports to the CAO/Council for approval of budgets, new initiatives, work improvement programs or capital upgrades
- Comply with federal, provincial and municipal legislation and policies & procedures relative to the function of the Parks & Recreation Department
- Assists with the supplying of specifications for tender packages, award contracts, contract etc as may be required
- When necessary communicates Town policies to user groups
- Liaise with Ministries, Educational Institutions, special Purpose bodies and other agencies to establish and maintain shared services and or special agreements

Position Requirements

Education

- Post-Secondary education e.g. college or university in Recreation Administration/Leadership or equivalent certified training
- Certified Ice Technician, Propane Handling Certification, First Aid and CPR Certificate, AED Training and WHIMIS Certificate or ability to obtain
- ORFA Registered Recreation Facility Administrator Designation
- Additional certification through professional organizations such as Ontario Recreational Facilities Association, Ontario Parks Association, Ontario Municipal Recreation Association, and Association of Municipalities Ontario an asset
- Certified Parks Technician and Certified Playground Inspector Certificate an asset

Experience

- Previous experience 3 to 5 years operating a multi-use facility, arena, community halls, parks, playgrounds and sports fields
- Experience supervising staff, preparing budgets, reports and grant applications highly desirable
- A thorough knowledge of recreational community programs and services for youth,

adults and seniors

Job Skills

- Proven experience working with internal and external stakeholders. A strong communicator who can present well in front of Council, the general public.
- Knowledge of facility management procedures, equipment, technology, principals.
- Computers in corporate standard software (Microsoft Office) and department specific software (i.e. Nu-Media, Max Enterprises and Venue Run) to data search & entry, and to create and modify word, excel and publisher processed documents
- Ability to work independently with little direction in a fast paced and stressful environment, and to meet deadlines with constantly shifting priorities
- Ability to make appropriate decisions and problem solve effectively
- Proven organizational skills demonstration effective time management, accuracy and adaptability
- Proven ability to research, assemble and present information and recommendations in a professional manner
- A high degree of integrity and discretion due to exposure to confidential and/or politically sensitive information
- Demonstrated experiences and leaderships in a staff environment, project management and working with community organizations
- Proven ability to communicate effectively within the municipal organizational structure
- Ability to work in a team environment, accept and follow verbal and written instructions, complete duties to an acceptable level of quantity and quality with minimal supervision and follow all of Town of Erin Health and Safety Policies and Procedures
- Ability to fill in as a backup Lead Hand as required due to staff sickness, illness or in emergency situations
- Perform and assign maintenance duties as required on the facilities, grounds, sports fields and parks & playgrounds as required
- A Valid "G" class driver's license and have access to a vehicle as travel is occasionally required
- Must be aware of safe work environment as they relate to job responsibilities and work environment and have a solid understanding of the Occupational Health and Safety Act and insure all staff are in compliance
- Willingness to be available during emergencies, i.e. weather events, mechanical emergencies, and accidents outside the normal working day
- Exposure to mechanical and chemical hazards
- Work schedule may require working some evening and weekends as required to attend committee meetings and special events and periodically meet with community organizations when required
- Ensure recreation mechanical, electrical, structural and grounds components of the facilities are properly maintained

Effort

Physical

- Usual office conditions
- Ability to lift, push maneuver and pull awkward and heavy objects

- Ability to operate recreation and maintenance operating equipment

Decision Making and Judgment

- As the key contact for Recreation practices, is expected to guide staff on the methods, procedures, systems, computerized and non-computerized that will be the most reliable, robust, secure and cost effective for the Town of Erin.

Interpersonal Skills and Contacts

- Provides advice, guidance, support and leadership to Recreation Staff and co-workers. Practices professional courtesy and cooperation with all contacts. Represents the corporation in relations with vendors, suppliers and purveyors of information about business methods.

Working Conditions

Environment

- This position will be based out of the Town of Erin municipal office in Hillsburg, with frequent visits to parks and the two facilities owned by the Town.
- Recreation and Municipal office environment. Hectic pace with urgent calls for assistance when problems occur or when new methods are needed.
- Ability to maneuver between extreme heat, cold environments inside and outside department facilities

Control over Work Schedule

- Interruptions can be expected when there are calls for assistance and inquiries. Extra time is required for peak periods and emergencies

This is a reasonable statement of the requirements of this position.