The TOWNSHIP of NORTH DUMFRIES

EMPLOYMENT OPPORTUNITY

SUPERVISOR – PARKS AND FACILITIES

If you're an experienced individual who is looking for a new career opportunity and challenges within a growing Municipality, then we invite you to consider leading the Township's Leisure & Community Services Department as the Supervisor, Parks and Facilities. In North Dumfries you will find a career opportunity where you can be part of a Team of professional staff where a diversity of responsibilities exists.

The Township of North Dumfries is seeking applications for the position of a **Supervisor, Parks & Facilities**. The recruitment of this position is to backfill for a vacancy.

The Township of North Dumfries is situated in the southern part of Waterloo Region, straddling the Highway 401 corridor adjacent the Cities of Kitchener and Cambridge. Due to our locational attributes, the Township of North Dumfries is poised for residential growth where development is already underway for the planned population of an additional 6,000 residents and over 2,300 new employment positions by 2031.

Reporting directly to the Director of Leisure and Community Services, the Supervisor, Parks & Facilities will be responsible for the daily oversight and co-ordination of the Township Parks and Facilities Division. The Parks and Facilities Division includes the Municipal facilities and maintenance functions (arenas, community halls, fire hall, Municipal Office, Library, Public Works depot) and other Municipal buildings under the care of the Township, and, for parks, open spaces, trails and outdoor areas as it pertains to grounds maintenance, construction and related four seasons operations for the Municipality.

The role and responsibilities of the Supervisor, Parks & Facilities are outlined in a job description available on the Township's website: www.northdumfries.ca

The ideal candidate will possess the following qualifications:

1. University degree or Community College diploma in Recreation Facility Management, Property Management or related discipline.

2. Demonstrated experience in a similar capacity with a minimum of five (5) years in building maintenance and operations, including supervisory experience in a unionized workforce.

3. Excellent interpersonal, organizational and communication skills, customer service, and organizational/time management.

4. Working knowledge of Microsoft Office and other job-related applications

5. Sound judgement, excellent analytical and decision-making skills

6. Possession of a valid Drivers' License.

7. Must be able to work after normal business hours in recognition that after-hours and on-call service and responsibilities are an inherent component of this position and/or deal with major Corporate events such as the activation of the Municipality's Emergency Plan.

The Township offers a competitive annual salary range of $101,712.00 to $123,635.20 for the Supervisor, Parks & Facilities position. Wages will be determined through the experience and qualifications of the selected candidate.

Submit resumes with a cover letter before **4:30 pm. on Monday November 30th, 2026** to:

Kelly Steiss
Director of Leisure and Community Services
106 Earl Thompson Road, 3rd Floor
P.O. Box 1060
Ayr, Ontario N0B 1E0
ksteiss@northdumfries.ca

If you need an accessible format, please email ddonald@northdumfries.ca or call (519) 632-8800. The Township of North Dumfries is committed to providing accommodation for persons with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If you are contacted regarding this position, please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of candidates will be addressed confidentially.

Artificial Intelligence (AI) technology is not utilized to assess or screen potential candidates.

We thank all candidates for their interest in this advertised position. All applicants will be notified of their status with respect to this recruitment.

Applicant information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used only for candidate selection.

The TOWNSHIP of NORTH DUMFRIES

July 2016
Revised: May 2, 2017
Revised: January 1, 2019
Revised: August 18, 2021
Revised: June 1, 2026

JOB DESCRIPTION

Supervisor, Parks & Facilities

Reports To: Director of Leisure and Community Services

Supervises: CUPE Recreation Lead Hand
CUPE Facility Operators
CUPE Part-time and Seasonal Employees
Extensive Liaison & Coordination with External Contractors

Department: Leisure & Community Services

Division: Parks & Facilities

Position Overview:

This position is responsible for the daily oversight and co-ordination of Union personnel in the Leisure & Community Services Dept. that are assigned or rotated through the Facilities and Parks program areas.

Develops and monitors on-going training and development of Union Staff members as it relates to the Facilities and Parks program areas. Responsible for the co-ordination and supervision of Municipal facility operations / maintenance functions (arenas, community halls, fire hall, Municipal Office, Library, Public Works depot) and other Municipal buildings under the care of the Township, and, for parks, open space, trails and outdoor areas as it pertains to grounds maintenance, construction and related four seasons operations for the Municipality. Liaison with facility users / permit holders in terms of scheduling, contract administration and associated tasks.

A. KEY ROLES AND RESPONSIBILITIES

1. Oversees the daily activities of assigned areas; sets priorities in consultation with the Director; schedules work assignments; co-ordinates and supervises Staff; co-ordinates and assigns vehicles and equipment.

2. Implements equipment maintenance programs; recommends service, schedule inspections, maintenance and repairs, and, maintains detailed records.

3. Ensures effective project planning, management and control systems for capital projects and maintenance services; monitors essential equipment, supplies and parts and schedules or orders as required.

4. Liaises with contractors, consultants, service providers and suppliers, regulatory agencies to resolve issues, interpret documents, specifications and schedule work.

5. Assists the Director with the preparation and administration of tenders and RFP for related projects; liaise with suppliers / vendors, obtain estimates through price negotiation, recommend and/or approve purchases, confirm tender specifications, monitor contract compliance, and, control expenditures.

6. Maintains attendance records, assigns shifts, approves vacation requests (in consultation with the Director), time sheets and overtime for area staff.

7. Assists the Director with the development and implementation of operating policies and procedures, forms and internal recording documents, best practices, other similar guidance parameters for operation, and ensures compliance with associated Acts, by-laws, legislation and regulations.

8. Participates in recruitment, conducts new hire orientation, and assists in staff development and training, general performance management of direct reporting staff including annual reviews and discipline. Assesses future staffing needs and recommends staffing complement changes and Department structure changes to the Director.

9. Supports Health & Safety policies and procedures by ensuring staff compliance; conducts regular staff meetings; provides training; follows up on related incidents and addresses issues as necessary through corrective action.

10. Establishes and maintains effective working relationships with staff, contractors user groups and ratepayers; receives, investigates and addresses concerns and complaints within a timely manner and seeks resolution as necessary through appropriate action.

11. Monitors facility / plant / equipment condition, directs adjustment to refrigeration plant, ice-making, etc as needed; and makes recommendation to Director on major facility needs and issues requiring attention.

12. Investigates facility / park related incidents, vandalism, accidents and complaints; prepares and/or reviews appropriate documentation, and takes immediate action and /or follows up to resolve.

13. Co-ordinates organization of event set-up and take-down at facilities for permit holders / user groups including chairs, tables, kitchen amenities, audio/visual equipment, staging, etc. Liaises with the Supervisor, Community Programming & Engagement and / or the Customer Service Representative III and/or permit holders / user groups as required

14. Trains, supervises, coaches and provides feedback to Unionized full time, seasonal staff and part-time staff assigned to facilities and parks. Training staff on operational policies and procedures such as ice maintenance, refrigeration plants and ice resurfacing maintenance, canteen operations, general maintenance and building maintenance, turf management, horticulture, ball diamond maintenance, trail maintenance, etc

15. Responsible for the maintenance of the Municipality's parks, open space (ie: woodlots and naturalized areas), trails and outdoor areas of Municipal facilities. This includes grass cutting, turf maintenance, sports field maintenance, garbage collection, flower & tree/shrub planting and watering, trail maintenance, forestry and tree pruning, maintenance and replacement, park furniture and equipment inspection and general maintenance, playground inspections, park washroom cleaning and supplies replenishment, and, the maintenance, repair and rehabilitation of buildings and structures in parks, and maintenance and replacement of signage in parks and the open space network.

16. Co-ordinates implementation of services in-kind requests for community and special events held in parks organizing set-up and take-down of fencing and barricades, deployment of garbage receptacles and picnic tables, portable washrooms, staging, etc.

17. Provides input to the Director in the development of parks maintenance and equipment standards, level of service standards, parks and user policies and other similar guidance parameters for operation.

18. Responds to inquiries from and/or liaises with internal Departments, residents, facility users, sport and community groups, suppliers, etc on service requests and work order activities, facility permits, special events, maintenance issues/requirements, equipment and other facility and park operations matters.

19. Schedules and prepares Contracts with principal ice user groups. Markets and promotes Township facilities in consultation with the Director.

20. After-hours and on-call service and responsibilities are an inherent component of this position in recognition of the assigned portfolio.

21. Performs other duties as assigned, in accordance with Departmental, Divisional or Corporate objectives.

22. Participates in a support role with the activation of the Township's Emergency Plan.

B. SKILLS AND QUALIFICATIONS

1. University degree or Community College diploma in Recreation Facility Management, Property Management or related discipline.

2. Thorough working knowledge of building and recreational facility maintenance, arena plant operations and ice making, building cleaning equipment and methods, HVAC systems, energy saving systems and practices, turf management, open space systems and network.

3. Demonstrated experience, minimum of five (5) years, in building maintenance and operations, including supervisory experience in an unionized workforce.

4. Demonstration of excellent interpersonal communications, customer service, organizational / time management

5. Excellent interpersonal, organizational and communication (oral & written) skills as interaction is with a variety of individuals both inside and outside of the Corporation. Communication with Staff, Council, government agencies, consultants and the public may involve complex and detailed exchanges.

6. Sound judgement, excellent analytical and decision making skills.

7. Working knowledge of Microsoft Office software and a registration software application.

8. Possession of a valid Drivers' License.

9. Must be able to work after normal business hours in recognition that after-hours and on-call service and responsibilities are an inherent component of this position and/or deal with major Corporate events such as the activation of the Municipality's Emergency Plan.

C. WORKING CONDITIONS

1. The Supervisor, Parks & Facilities will have a significant portion of their typical day working both inside and outside conducting site visits / inspections and as such exposure to outdoor seasonal conditions, varied topography, outdoor settings, high level sound exposure (ie: ice plant), construction sites, etc will be experienced. The position requires a high level of activity and output with frequent year-round deadlines.

2. Considerable opportunity exists for stressful interaction with members of the Public who may be referred to this position seeking resolution of outstanding matters or enquiries related to information related to facilities, operational or programming matters.

3. Operating demands and the continual interaction with Staff and members of the Public, and, the pressure of work demands, seasonal spikes in activities, and multiple priorities from a variety of sources yield results in frequent hours employed outside of regular business hours.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Township of North Dumfries reserves the right to amend this position's job description any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

Salary Grade: G [Fulltime]

Regular Work Week: Monday to Friday, 40 hours / week
After-Hours and On-Call duties and responsibilities

Prepared & Approved By: _____ Date: Jan 1/26
Andrew McNeely
Chief Administrative Officer