

# CITY OF MELFORT

## POSITION DESCRIPTION

**POSITION:** FACILITY OPERATIONS MANAGER

### **NATURE AND SCOPE OF WORK:**

As part of the Community Services Team and reporting directly to the Director of Community Services, the Facility Operations Manager shall be responsible for the administration, planning, maintenance and operation of all City-owned and operated facilities, parks and open spaces of the City of Melfort, in accordance with approved policies and procedures of City Council.

### **ILLUSTRATIVE EXAMPLES OF RESPONSIBILITIES:**

1. To initiate, recommend and administer policies relating to the activities of the Department.
2. During design and construction phases of facilities, act as a representative of the City to protect and ensure the interests of the City of Melfort.
3. To develop and maintain maintenance and operating schedules of all assigned facilities.
4. To perform organizational, supervisory and leadership duties in maintaining an extensive facility maintenance and operations program for the City.
5. To hire, allocate and schedule all staff necessary to complete all maintenance and operations of City-owned and operated facilities.
6. To evaluate staff performance, discipline staff, as required, and submit confidential reports concerning employee problems and grievances.
7. To approve time sheets, sick leave, leave and holiday requests for assigned staff.
8. To prepare and/or present administrative reports for the Director as required.
9. To establish, promote and maintain effective public relations on behalf of the City to local, provincial and federal authorities and agencies.
10. To prepare an annual work plan and schedule outlining the manner in which the department will fulfill its mandate and assume responsibility and accountability for those annual objectives.
11. To work closely with the community sports, recreation and culture organizations to develop related opportunities.
12. To represent the department and the City on outside committees, boards or commissions; organize or attend and participate in various meetings, seminars, conferences and related functions to promote the City.

13. To assist in the preparation of operating and capital budgets and operate the facilities within budget in a cost-effective manner.
14. To assist in the preparation and administration of service contracts, tenders and other agreements as required.
15. To respond to inquiries and/or resolve complaints from the public, staff, consultants, community groups, etc., with regard to facility maintenance and operation.
16. To purchase goods and services in accordance with City Purchasing Policy.
17. To inspect facilities, equipment for safety and report on and take all necessary action to correct unsafe conditions.
18. To develop long term facility and park planning needs for the community.
19. To continually strive to improve the efficiency and effectiveness of facility maintenance and operations.
20. To develop and implement preventative and reactive maintenance programs.
21. To operate the facility security systems.
22. To be a management member of the City of Melfort Occupational Health & Safety Committee.
23. To be familiar with Labour Standards and the Union Agreement as it relates to all areas of employment with the City. permanent
24. To perform related duties as required.

**REQUIRED KNOWLEDGE, ABILITIES, SKILLS AND QUALIFICATIONS:**

1. Superior written and oral communication skills.
2. Graduation from a recognized post-secondary institution with an emphasis in the core area of recreation or sports administration or related areas.
3. It is an asset to possess operation certificates (Refrigeration {Arena}, Pool, Parks, Boiler, etc.)
4. Minimum five years related experience in a managerial role, including at least three years in a municipal government system.
5. Ability to supervise staff.
6. Ability to communicate effectively, tactfully and diplomatically and to establish effective working relationships with Council, civic staff, government officials, local organizations, the general public and other related groups.
7. Knowledge of the systems and equipment involved in facility and park maintenance and operation.

8. Superior leadership, supervisory and time management skills.
9. Working knowledge of refrigeration systems.
10. Thorough knowledge of general administrative and management principles, practices and techniques, including budgeting, scheduling, and extensive computer skills.

**ASSIGNED FACILITIES:**

Northern Lights Palace Leisure Pool  
Northern Lights Place Arena  
Kerry Vickar Centre  
City Hall  
Ball Diamonds/Soccer Fields  
Tennis Courts  
Parks/Playgrounds  
Community Services Shop and Equipment  
Open Space Developments  
Campground  
Public Library  
Museum  
Fire Hall  
Buildings acquired through tax enforcement  
Other facilities and structures at the discretion of the Director