

Recreation Facilities Maintenance Manager

Summary:

Reporting to the CAO, the Recreation Facilities Maintenance Manager is responsible for overseeing the maintenance and operations of all municipal and recreation facilities, ensuring they are safe, clean, and well-maintained. This individual will work lead maintenance projects, supervise staff, and ensure municipal recreation buildings, fields, courts, pool, outdoor spaces, etc. operate efficiently.

Responsibilities:

1. Facilities & Maintenance

- Lead all maintenance projects for municipal and recreation facilities and equipment.
- Ensure all logbooks and maintenance records are completed as mandated.
- Oversee and conduct ice maintenance, pool maintenance, and general facility upkeep.
- Set up and maintain facilities for programs, events, and community activities.
- Supervise all recreation maintenance & janitorial staff to ensure proper staffing and task completion.
- Manage the ordering of maintenance and janitorial supplies, including ice paint, cleaning products, and tools.
- Organize and track all equipment, tools, and maintenance materials.
- Oversee snow removal and lawn care for all municipal and recreation facilities.
- Operate Zamboni and other facility equipment as required during fall and winter operations.

2. Scheduling & Staffing

- Create a two-week schedule for recreation maintenance staff during summer operations.
- Schedule staff efficiently to ensure maximum productivity and minimal overtime.
- Work with the recreation program staff to schedule winter staff on a monthly basis.

3. Operations & Support

- Ensure clean and well maintained facilities and green spaces for the community.
- Assist other municipal departments when necessary.

4. Health & Safety Compliance

- Regularly inspect all facilities and equipment for health and safety issues.
- Encourage open discussions among staff about safety concerns and improvements.
- Ensure all employees with municipal phones have the NB OHS app installed for quick reference.
- Implement and maintain workplace safety protocols in compliance with regulations.

Minimal Job Requirements:

- Post-secondary education, diploma, or trade certification in a relevant field preferred.

JOB DESCRIPTION

- Minimum 5 years of experience in facility maintenance, operations, or a related field.
- Strong time management and organizational skills.
- Proficiency in Microsoft Office programs (Word, Excel, Outlook).
- Strong communication and interpersonal skills.
- Ability to work independently while maintaining effective relationships with co-workers, supervisors, customers, and the public.
- Willingness to obtain additional training as required by the Village of Perth-Andover.

Important Skills & Competencies:

- Flexibility to manage multiple tasks and adapt to changing priorities.
- Ability to build and maintain strong working relationships both internally and externally.
- Strong time management skills – ability to develop schedules and meet deadlines.
- High standards for quality of work and attention to detail.
- Excellent customer service orientation and a professional demeanor.
- Ability to motivate team members, ensuring high performance and efficiency.

Compensation Package:

- **Salary:** \$50,000-65,000 (commensurate with education and experience).
- Health benefits, dental, pension plan, and life insurance.
- Complimentary fitness center family membership.
- Option to work compressed work week (4, 10-hour days)
- Opportunities for professional training and education.
- Employee Wellness – fitness centre membership