



## POSITION VACANCY

*The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With over 14 million visitors a year and a growing resident population of over 95,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.*

<b>Call Number:</b>	<b>2023 - 39</b>
<b>Position:</b>	<b>Recreation Facilities Supervisor</b>
<b>Type of Vacancy:</b>	Permanent Full time
<b>Work Schedule (hours &amp; days):</b>	Tuesday to Saturday (40 hour work week)
<b>Location:</b>	MacBain Community Centre 7150 Montrose Road, Niagara Falls
<b>2023 Salary Range:</b>	\$85,394 to \$106,743 Plus a comprehensive benefits package
<b>Date Posted:</b>	March 6, 2023
<b>Closing Date:</b>	<b>March 24, 2023 at 4:00 p.m.</b>

Full details on this position is attached. To apply, please submit your cover letter and resume at [www.niagarafalls.ca](http://www.niagarafalls.ca) (**Employment Opportunities**). Applications must be submitted online and will be accepted until 4:00 p.m. on **Friday, March 24, 2023.**

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

**CITY OF NIAGARA FALLS**

**POSITION DESCRIPTION**  
**Recreation and Culture**

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

**POSITION TITLE:** Recreation Facilities Supervisor

**POSITION SUMMARY:** Under the supervision of the Manager of Facilities and Operations, the supervisor is responsible for the supervision, maintenance and service of the MacBain Community Centre and other R&C facilities as needed.

**RESPONSIBLE TO:** Manager of Facilities & Operations

**SUPERVISES:** Facility Janitors (4) and Part Time Casual Attendants/Labourers.

**RESPONSIBLE FOR:**

1. The motivation, training and evaluation of personnel and the scheduling of work, according to Department priorities, within the section.
2. Oversee the maintenance and repairs of the MacBain community Centre by both staff and contractors.
3. Prepares weekly work schedules, assigns personnel and equipment and determine materials required to perform necessary tasks. Ensures tasks are completed.
4. Ensures all equipment is maintained and all needed supplies are available.
5. Ensures that all health and safety regulations are adhered to within the section. Work with the Health and Safety Manager to develop programs, procedures, and training to maintain effective and compliant safety procedures and emergency planning. Actively participate as a certified member of the Joint Health & Safety Committee.
6. Ensures that all Corporation policies, procedures, and quality standards are met and maintained. Familiarity with Collective Agreements and ability to interpret on a regular basis.
7. Investigates, reports and answers on all public inquiries and complaints.
8. Assist in preparation and monitoring of annual operating budget.

9. Provides direct front line supervision and is responsible for providing operational work assignments, guidance, and discipline and performance evaluations for staff.
10. Participate in the development and implementation of goals, objectives, and priorities. Recommend opportunities to improve service delivery methods and lead the implementation of resulting policies, procedures, and outcomes.
11. Availability for after-hours callouts (intrusion, fire, facility systems, BAS and power systems)

**POSITION REQUIREMENTS:**

Minimum college diploma in recreation facilities management or related discipline

Knowledge of facility maintenance including building automation systems, HVAC, risk management practices

Certified Pool Operator

JHSC Certification Part 1 & 2

Computer Skills: MS Office, Recreation Software

Valid Class G License

At least five (5) years of experience in designated field is required.

Created: March 6, 2023