



## WEST HANTS REGIONAL MUNICIPALITY

### JOB DESCRIPTION

#### Manager, Parks & Recreation Facilities

**Position Title:** Manager, Parks & Recreation Facilities

**Department/Division:** Community Development

**Reports To:** Director, Community Development

**Direct Reports:** Yes

**Pay Level:** Salary ranges will be disclosed to those short listed

**Classification:** Full-time

**Revision Date:** October 2021

---

**Position Summary:** The Manager, Parks & Recreation Facilities is responsible for the general oversight, day-to-day operation and ongoing maintenance of all municipally owned trails, parks, cemeteries, municipal recreation facilities and athletic fields. The manager also provides support for special projects related to special events, tourism & recreation as assigned by the Director, Community Development.

---

### JOB DUTIES AND RESPONSIBILITIES

#### Supervisory Responsibilities

- Plans, organizes, oversees, coordinates, and reviews the work of staff related to all parks, trails, cemeteries & recreation facilities.
- Responsible for hiring, training, disciplining, directing, dismissing, etc. of seasonal and part-time staff in accordance with the Human Resources policies of the West Hants Regional Municipality and further, discuss and resolve matters of interest and concern to such staff.

#### Parks, Trails, Cemeteries & Recreation Facilities

- Provide input to the Director, Community Development with respect to provincial recreation initiatives.
- Provide input to the Director, Community Development regarding standards and quality of work carried out in the parks & recreation facilities.
- Facilitates and/or develops requests for proposals for professional and/or construction services and bid processes; evaluates proposals and recommends project award; administers contract after award.

- Oversees the work performed by consultants and contractors.
- Meets with contractors, engineers, a variety of outside agencies and the public in acquiring information and coordinating parks, trails, cemetery & recreation facilities maintenance matters as necessary.
- Prepares, reviews, and presents various reports as necessary.
- Assists with recruitment and hiring of fulltime staff as required. Recruits, trains, supervises, monitors, and evaluates staff group including volunteers as needed to effectively operate the various municipally owned and/or operated recreation facilities.
- Provide general oversight and management of municipal parks & recreation facilities.
- Assist in the preparation of annual Capital and Operational budgets for parks, trails, cemeteries and recreation facilities and further coordinates and monitors the expenditure/receipt of funds.
- Ensure that facility equipment and supply inventory is maintained.
- Ensure regular safety inspections on equipment/facilities and safeguard municipal assets.
- Develop and oversee the implementation of a risk management plans as it pertains to municipal parks and recreation facilities.
- Assist in developing policies and procedures for parks, trails, cemeteries, and recreation facilities.
- Educate and advocate for inclusive recreation spaces, opportunities, and services.
- Provide input as required to the Development Officer and Developers as necessary with respect to development of recreational spaces within the region.
- Ensure federal, provincial, or external grant opportunities are sought as necessary.
- Facilitate the booking of groups into municipal recreation parks and facilities.
- Works closely with the Active Living Coordinator with respect to the delivery and implementation of the Active Living Strategy, Trails Plan and Parks & Open Space Plan.
- Works closely with the Coordinator, Community Recreation with the overall design and delivery of the aquatics program offered at the Hants Aquatic Centre to ensure program success.
- Attends and participates in professional group meetings, conferences; stays abreast of new trends and innovations in the field of parks and recreation facilities maintenance, repair
- Provide direction and guidance to staff who are responsible for the delivery of day-to-day operations of municipal parks, trails, cemeteries, and recreation facilities.
- Provide effective leadership and service delivery by responding to community complaints or inquiries in timely manner.
- Perform other job-related duties as assigned.

**Mark Phillips, CAO**