



**Town of Delisle  
Recreational Facilities Manager  
Job Description**

<b>Division/Department:</b> Recreation and Culture	
<b>Job Title:</b> Recreational Facilities Manager	
<b>Reports to:</b> Chief Administrative Officer (CAO)	
<b>Supervises/Manages:</b>	
<ol style="list-style-type: none"> <li>1. Arena full-time seasonal employee</li> <li>2. HWP/Arena part-time scheduler</li> <li>3. Arena caretaker/cleaner</li> </ol>	
<b>Level/Grade:</b> Manager	<b>Type of Position</b>
<b>Salary:</b> \$24 p/hr	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contract <input type="checkbox"/> Seasonal
<b>Hours of Work</b> <u>35hrs</u> p/week	

<b>Education Requirements</b> (Preferred or must be willing to obtain)
<ol style="list-style-type: none"> <li>1. Arena Operator Level 1 (SPRA)</li> <li>2. Arena Operator Level 2 (SPRA)</li> <li>3. Ball Diamond and Sportsfield Maintenance Course (SPRA)</li> <li>4. Building Maintenance Level 1 (SPRA)</li> <li>5. Facility Management Module 1: Health and Safety (SPRA)</li> <li>6. First Aid/CPR/AED</li> <li>7. RecTimes Training (RecTimes Online)</li> <li>8. Any other course of relevancy as identified by the CAO</li> </ol>

<b>Work &amp; Experience Requirements</b>
<ul style="list-style-type: none"> <li>- Must possess a Class 5 driver's license and ability to drive within Saskatchewan</li> <li>- Must maintain a valid Criminal Record Check able to be produced every 3 years as requested</li> <li>- Attention to detail is required</li> <li>- Self-starting attitude and ability to make decisions with minimal supervision</li> <li>- Proven experience with problem solving</li> <li>- Excellent public service approach demonstrating professionalism and tactful communication</li> <li>- Ability to work in team environment</li> <li>- Ability and flexibility to work both day and night shifts as required in consultation with CAO</li> </ul>

<b>General Description of Duties</b>
<p>General</p> <ul style="list-style-type: none"> <li>- Candidate must be fluent in English</li> <li>- Candidate is 100% responsible for day-to-day operations of Harold Worth Park (HWP) in the summer and the Arena in the winter</li> <li>- Candidate will be expected to aid the Town Foreman in a collective team supportive role in the summer with tasks such as cutting grass, trimming trees, painting curbs, or any other duties as requested by the Town Foreman</li> </ul>

## Purchasing

- Candidate will be permitted to authorize repairs/purchases up to \$1500 with reporting requirements to the CAO each month on expenditures made
- Repairs/purchases over \$1500 must first be approved by the CAO

## Management Duties

- Candidate will be responsible for recruiting, hiring, training, and scheduling of staff.
- Matters requiring discipline of staff shall be brought to the CAO for consultation and direction
- The number of hours allowed for HWP/Arena staff and their hourly wage shall be approved by council.
- Candidate is responsible for ensuring that timecards are completed by the staff and provided to the town office for payroll in a timely manner.
- Candidate will manage HWP/Arena rental scheduling/bookings in the absence of the scheduler.
- Candidate will ultimately be responsible for resolving any HWP/Arena rental scheduling/bookings conflicts.
- Candidate shall look after cash collections for ice rentals in the absence of the scheduler.
- Candidate shall, together with the scheduler, prepare a yearly budget for submission to the CAO.
- Candidate shall provide recommendations and quotes for extraordinary maintenance or upgrades.
- Candidate shall ensure that users who damage the facilities are invoiced accordingly.
- Candidate shall prepare a monthly written report to present to Town Council and will be presented in person upon request.
- Candidate shall liaison with user groups and solicit users, advertisers, sponsors, donors, etc. in order to maximize HWP/Arena usage and revenues.
- Candidate shall promote the usage of the facilities through the website and other approved means.
- Candidate shall ensure that scheduler is keeping website up to date. i.e. (scheduling calendar)
- Candidate shall utilize risk management practices to ensure the safety of users, spectators and staff.
- Candidate shall adopt practices that promote energy efficiency in the operation of the facilities.
- Candidate shall be responsible for handling and resolving general complaints.

## General Building Duties

- Candidate is ultimately responsible for the repairs, maintenance and upkeep of town buildings and facilities at both HWP and the Arena.
- If candidate is unable to conduct repairs, they shall make the necessary arrangements to obtain a quote for the repair necessary and liaise with the CAO for support to proceed
- Candidate will be responsible for ensuring that daily/weekly/monthly/annual checklists for both HWP and the Arena are completed and available for inspection when requested

## Summer (HWP) Duties, in addition to the duty checklists:

- Candidate is responsible for ensuring the ball diamonds and soccer field are ready for use by April 15<sup>th</sup> of each year (as weather permits)
- Candidate is responsible for all maintenance, repairs, and upkeep of the ball diamonds and soccer field as required.
- Candidate is responsible for ensuring the grass on the fields is properly seeded in spring and fall, that dandelion management is completed throughout the season, that the grass remains cut and

tidy, and that the sprinklers are activated (on timer) as required to ensure the grass remains green and healthy

- Candidate is responsible for tilling and preparing the shale both in the fields and in the dugouts as needed
- Candidate is responsible for identifying the amount of shale required each year and ensuring that the amount required is properly budgeted for
- Candidate is responsible for completing a daily inspection of the splash park to ensure it is safe for use, including picking up of any garbage or hazardous material
- Candidate is responsible for completing a daily inspection of the concession and bathroom building(s)
- Candidate is responsible for ensuring garbage and recycling carts are pushed out for the pickup truck every pick-up day
- Candidate will schedule and conduct Arena repairs in the off season, such as painting of dressing rooms, drywall repairs.

#### Winter (Arena) Duties

- Candidate will ensure and make preparations for the ice plant to be turned on by September 1<sup>st</sup> each year and shut down on March 31<sup>st</sup> each year, unless otherwise directed by the CAO
- Candidate is responsible for the hockey-ice only, the curling ice will be managed by the curling board.
- Candidate is responsible to seek volunteers and prepare a schedule to get the ice in and lines painted at the earliest opportunity upon the ice plant being turned on (dependent on weather)
- Candidate is responsible for inspecting the ice plant on a daily basis and recording in the log the brine temperatures, which should be set between 18 - 20 degrees Fahrenheit.
- Candidate will liaise with the contracted refrigeration company to ensure optimum operation of the ice plant, including lining up both start up and shut down with the respective company
- Candidate shall monitor ice surface and building for carbon monoxide levels on a daily basis and a log of such inspections shall be kept.
- Candidate shall maintain the ice at an optimum thickness of 1.5 inches and repaint/paper lines and creases as necessary.
- Candidate shall flood and scrape the ice on a daily basis based on the usage of the ice surface and shall plane and edge the ice as required.
- Candidate shall remove ice and all paint residues at the end of the operating season and is responsible to ensure the arena is clean and ready for summer rentals, if required.
- Candidate must be very familiar with the operation and maintenance of the Zamboni and will be responsible for training all staff to the same standards
- Candidate will ensure extra blades and propane for the Zamboni are kept on hand at all times and are stored in a non-hazardous fashion
- Candidate will arrange for repairs as necessary to the Zamboni and maintain a maintenance and repair log for the Zamboni and any other equipment deemed necessary
- Candidate will ensure the clock and sound systems are in good working order and be willing to advise and coach users on the usage of the equipment if necessary
- Candidate will liaise with the lease holder of the kitchen to ensure town-owned equipment within the kitchen is clean, in good working condition and operating properly.
- Candidate shall be responsible for the overall repairs and maintenance of all town-owned equipment within the Arena.
- Garbage and recycling bins must be placed on the west side of the rink for pickup, on pickup dates and returned to the rink thereafter