

# JOB DESCRIPTION



<b>Job Title</b>	Manager of Parks, Recreation and Facilities		
<b>Reports To</b>	Director of Community and Protective Services/Fire Chief	<b>Job Grade</b>	14
<b>Department</b>	Community and Protective Services	<b>Hours per Week</b>	35
<b>Location</b>	Arena	<b>Effective</b>	April 28, 2026
<b>EBG Employee:</b>	No	<b>Status</b>	Full-Time

## Job Summary

The Manager of Parks, Recreation and Facilities, under the direction of the Director of Community and Protective Services/Fire Chief, will primarily be responsible for the strategic leadership, coordination, and management of all municipal operations related to recreation, parks, cemeteries, and facilities.

This role oversees the planning and delivery of programs, capital projects, maintenance operations, and divisional budgets. The Manager ensures legislative compliance, promotes a strong culture of health and safety, and delivers high-quality, accessible services to the community. Working closely with senior leadership, the position provides professional advice, supports policy development, and fosters strong collaboration across departments and with community partners.

## Job Requirements

- University degree in Recreation and Leisure Studies or related field.
- Minimum seven (7) years of progressive experience in the field, including memberships or designations.
- Minimum (5) years of progressive supervisory or management experience.
- Demonstrated experience in employee supervision, budgeting, capital project management, and policy implementation.
- Experience working with elected officials, community groups, and external agencies.
- Strong knowledge of applicable legislation and regulatory requirements.
- Proven leadership, team building, and conflict resolution skills.
- Excellent planning, organizational, and time-management abilities.
- Strong written and verbal communication skills, including public speaking and report writing.
- Demonstrated leadership presence with the ability to inspire, guide and support teams.
- Proven ability to lead and support change within a dynamic work environment.

## Job Duties

- Provide strategic and operational leadership across all Parks, Recreation, and Facilities services, including programming, facility operations, parks maintenance, capital projects, and community events.

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- Lead, mentor, and develop a high-performing team through effective supervision, coaching, performance management, succession planning, and employee engagement.
- Oversee recruitment, training, workforce planning, and employee relations in alignment with corporate policies and employment standards. Foster a positive, inclusive and collaborative workplace culture that promotes communication, accountability, and continuous improvement.
- Oversee the planning, development, and delivery of inclusive recreation programs, services and events that meet the evolving needs of the community.
- Build and maintain strong partnerships with community groups, associations, sports teams, school boards, local organizations, and government agencies to enhance program offerings and service delivery.
- Develop, implement, and continuously improve division policies, procedures, and service standards, ensuring alignment with corporate objectives and regulatory requirements.
- Ensure compliance with all applicable legislation, including the Occupational Health & Safety Act, and promote a strong culture of workplace health and safety through inspections, hazard assessments, and safe work practices.
- Assist in the preparation, management, and oversight of departmental operating and capital budgets, including long-range financial planning, expenditure control, and reporting.
- Identify and pursue external funding opportunities, including provincial and federal grants.
- Review and recommend user fees for programs, services and facility use.
- Lead the planning, procurement, and execution of capital projects, including facility development, upgrades, major repairs and asset lifecycle management.
- Oversee consultants, contractors, and service agreements to ensure projects are delivered on time and within budget.
- Manage municipal assets including facilities, equipment, and vehicle fleets, ensuring effective maintenance programs and long-term replacement planning.
- Establish performance metrics, monitor operational effectiveness, and drive continuous improvement initiatives to enhance service quality, efficiency, and customer experience.
- Prepare and present reports, recommendations, and strategic advice to senior leadership. Represent the department in Council, committees, and public meetings, as required;
- Respond to public, stakeholder, and media inquiries in a professional and timely manner, addressing concerns and promoting municipal services.
- Collaborate with internal departments to support Town-wide initiatives, strategic planning, and cross-functional projects.
- Maintain strong relationships with external stakeholders, including other municipalities and regulatory agencies, on operational, financial, and compliance matters.
- Maintain the highest standards of confidentiality, professionalism, and integrity in all aspects of work.
- Adhere to and actively support all Town policies, procedures, regulations, and related guidelines, while ensuring team compliance.

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- Demonstrate initiative and a commitment to continuous improvement by promoting and implementing efficient and effective work practices.
  - Perform all duties in a safe manner, promoting a culture of health and safety and ensuring compliance with the Occupational Health and Safety Act and applicable regulations.
- Perform other duties as assigned by the Director of Community and Protective Services/Fire Chief or their designate.

## Competencies

- Coaching – Engages in regular, structured discussions with staff to support performance and development.
- Collaboration – Fosters a team environment where ideas are shared and departments work together.
- Communication – Communicates clearly, effectively, and consistently.
- Conflict Management – Anticipates, manages, and resolves conflict constructively.
- Customer Focus – Provides high-quality service to internal and external stakeholders.
- Decision Making – Makes informed, timely, and effective decisions.
- Managing Performance – Supports employee growth and performance improvement.
- Negotiation – Builds consensus and achieves mutually beneficial outcomes.
- Results Orientation – Focuses on achieving and exceeding organizational goals.

<b>Reviewed By: Name and Title</b>	Jay Plato, Director of Community and Protective Services/Fire Chief		
<b>Signature:</b>		<b>Date Reviewed:</b>	April 28, 2026
<b>Approved By: Name and Title</b>	Nick Ruller, Chief Administrative Officer		
<b>Signature:</b>		<b>Date Approved:</b>	April 28, 2026
<p>The above description reflects the general details considered necessary to describe the principal functions and duties required for a proper evaluation of the job and shall not be considered a detailed description of all the work requirements that may be inherent in the job. Further interpretation of this Job Description is the responsibility of the Council, the CAO and/or the Department Director and when applicable, in consultation with the 'Employee Bargaining Group.' The Corporation of the Town of Niagara-on-the-Lake reserves the right to make, modify, revoke, suspend, terminate, or change any part of this Job Description, in whole or in part, at any time.</p>			