



Job Description

Recreation Facilities Foreman

IDENTIFICATION

Job Title: Recreation Facilities Foreman

Supervisor's Position: Director of Community Services

Job Status: Permanent Full Time RI - 40 hrs per week

Location: Midnight Sun Complex

PURPOSE OF THE POSITION

The Recreation Facilities Foreman is responsible for the management and maintenance of all Town building and facility assets to ensure that residents receive effective and appropriate services.

SCOPE

Reporting to the Director of Community Services, the Recreation Facilities Foreman will oversee all day-to-day maintenance and custodial operations of the Midnight Sun Complex (MSC), the Library, the Town Hall, outdoor parks, playgrounds, sports fields, tennis courts, the summer maintenance program for trails, and the cemetery. The Recreation Facilities Foreman will ensure that all operations and maintenance are conducted in a respectful and responsible way, ensuring that all decisions and actions comply with the relevant legislation, policies, and procedures.

The Recreation Facilities Foreman supervises and leads maintenance staff in an effective and sensitive manner and ensure the level of morale is maintained and that the facility is maintained in a safe and secure manner.

The delivery of recreational services is vital to the safety and health of the community. Providing adequate services will enhance the safety, health, and well-being of the community.

RESPONSIBILITIES

1. Manage the day-to-day maintenance, cleaning and plant operation of the Midnight Sun Complex, the Town Hall, the Centennial Library, trails, and all outdoor Parks and Playgrounds in addition to the Town Cemetery by:
 - Conducting inspections of all facilities and equipment to ascertain work needs, quality of work performed and any other maintenance and operational requirements
 - Making emergency repairs and coordinate repairs to MSC, other town buildings, parks, playgrounds, and other recreational assets
 - Ensuring MSC staff vehicles, mobile and stationary equipment are kept in good working order according to their respective operating manuals, are kept in clean and tidy condition and are operated in an effective and safe manner
 - Monitoring various computer systems within the MSC such as: security systems, heating and boiler systems, pool system and ice plant systems
 - Checking the temperature in the refrigeration room using proper confined space procedures
 - Providing input into the annual operational and capital budget for the Community Services Department
2. Supervise Municipal Services Staff to ensure a positive and healthy work environment by:
 - Assisting in the hiring, evaluating, training, and developing of staff
 - Provide supervision, leadership, guidance, and counseling to staff
 - Promoting staff morale
 - Assigning tasks and ensuring schedules are maintained
 - Adjusting tasks and schedule to meet staff capabilities
 - Identify and deal with all staff problems, proposing corrective actions and utilizing the Town's disciplinary process if needed
 - Researching, and finding staff opportunities for training
 - Ensure workplace safety is practiced
 - Lead and supervise staff and delegate responsibilities
3. Assist in the general administration of the Midnight Sun Complex by:
 - Assisting with planning for various recreational seasons, conference, and special events
 - Preparing operational, maintenance and cleaning plans for short-term projects, conferences, and special events
 - Keeping a daily log of activities to ensure follow-up on successes and challenges
 - Preparing activity and work order reports, including monthly activity reports
 - Recommending the purchase of goods, supplies and equipment necessary for day-to-day operation of the MSC and all its events and activities
 - Providing requested reports to government agencies, departments and other organizations as required
 - Ensuring appropriate records are maintained

4. Maintain all facilities, vehicles, and equipment by:
 - Undertaking or ensuring routine service checks are carried out on a regular basis
 - Verifying all vehicles and equipment are kept in a clean and tidy condition
 - Ensuring all accidents or incidents of abuse are reported
 - Ensuring all vehicles and equipment are kept in good repair by following service requirements as stated in the operating manual
 - Ensuring that policies relating to the use of vehicles and equipment are adhered to
5. Perform other duties as required that are directly related to major job functions

KNOWLEDGE, SKILLS, AND ABILITIES

The Facilities Foreman must have detailed knowledge of the following areas:

- preventative maintenance and operation of recreation facilities
- relevant Town of Inuvik policies, procedures, and rules
- emergency procedures, First Aid and CPR
- inspection procedures
- building maintenance and basic construction
- maintenance of plumbing and heating systems, including boiler inspection and repair
- mechanical, plumbing, heating, and electrical systems
- operation and maintenance of light equipment
- ice making and ice surface maintenance procedures
- refrigeration systems and pool maintenance
- pool mechanical and pool operational equipment
- understanding of the northern cultural and political environment

The Facilities Foreman should have demonstrated skill in the following areas:

- team leadership, management skills, and human resource management skills
- contract management skills
- analytical, problem solving, decision making and negotiation skills
- literacy skills including the ability to read manuals
- effective verbal and listening communications skills
- computer skills including the ability to operate recreation facility computer systems
- stress and time management skills

The incumbent must also demonstrate the following personal attributes:

- maintain standards of conduct
- be respectful and possess cultural awareness and sensitivity
- be flexible and demonstrate a dedication to the position and the community
- demonstrate sound work ethics and be consistent and fair

The incumbent must:

- possess a valid NWT Driver's License appropriate to the class of vehicle being operated
- possess a valid 5th Class Power Engineering Operator's ticket or be willing to obtain it within one (1) year of being hired
- have or be willing to obtain Refrigeration Plant Certification and Pool Operations Certification.

The Recreation Facilities Foreman would normally attain the required knowledge, skills, and abilities through completion of the Recreation Facility Operator Program combined with related experience. Equivalencies will be considered.

WORKING CONDITIONS

Physical Demands

The Recreation Facilities Foreman has a physically strenuous and demanding job. He/she will be lifting, pulling, and managing heavy equipment and objects. The Supervisor will have to work in all weather and must be prepared for both extreme heat and cold. As the Supervisor is handling potentially dangerous materials, he/she must ensure that all activities are completed in a safe and efficient way to eliminate the possibility of contamination and infection of themselves or others.

Environmental Conditions

The Recreation Facilities Foreman must work outside in all different weather conditions including extreme cold and extreme heat. The Recreation Facilities Foreman is constantly exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection. He/she may have to work odd or long hours at a time to complete special requests or projects or to participate in or coordinate evening and off-hour activities

Sensory Demands

The situations and programs may be noisy and busy making it difficult for the Operator to concentrate. The Recreation Facilities Foreman will be expected to use cleaning materials and be in contact with chemicals that may cause irritation to the skin.

Mental Demands

The Recreation Facilities Foreman must work independently and is expected to maintain a schedule of operation for the facility users. Any problems or inconveniences may result in increased stress to complete tasks in a limited time. Stress is caused by the requirement to supervise and direct others. The Supervisor must be sensitive to the culture of employees and residents.

CERTIFICATION

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| <p>_____ Employee Signature</p> <p>_____ Printed Name Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p> | <p>_____ Supervisor's Title</p> <p>_____ Supervisor's Signature Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p> |
| <p>_____ Senior Administrative Officer's Signature Date</p> <p>I approve the delegation of responsibilities outlined herein.</p> | |

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.