



# Job Description

## Recreation Facilities Foreman

## **IDENTIFICATION**

**Job Title: Recreation Facilities Foreman Supervisor's Position: Dir. Community Services**

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

**Location: Midnight Sun Complex**

## **PURPOSE OF THE POSITION**

(The main reason for the position, in what context and what is the overall end result)

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

## **SCOPE**

(The way that the position contributes to and impacts on the organization)

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 and the outdoor Parks and Playgrounds. 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**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Manage the day to day maintenance, cleaning and plant operation of the Midnight Sun Complex, the Town Hall, the Centennial Library 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 being operated in an effective and safe manner
  - Monitor various computer systems within the MSC such as: security systems, heating and boiler systems, pool system and ice plant systems
  
2. Supervise Municipal Services Staff in order to ensure a positive and healthy work environment by:
  - Assisting in the hiring, evaluating, training and developing of staff
  - Provide leadership, guidance and counseling to staff
  - Promoting staff morale
  - Assigning tasks and ensure 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 work place 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 and conference 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
  - 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 the major functions of the job

## **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

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

- good knowledge of preventative maintenance and operation of recreation facilities
- an understanding of relevant policies, procedures and rules
- knowledge of emergency procedures, First Aid and CPR
- inspection procedures
- building maintenance and basic construction
- good knowledge of maintenance of plumbing and heating systems, including boiler inspection and repair
- basic knowledge of mechanical, plumbing, heating and electrical systems
- basic knowledge of heavy equipment operation
- understanding of the northern cultural and political environment

The Facilities Foreman should have demonstrates 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. The Recreation Facilities Foreman must also possess a valid 5<sup>th</sup> Class Power Engineering Operator's ticket or be willing to obtain it within one (1) year of being hired.

The Recreation Facilities Foreman would normally attain the required knowledge, skills and attitudes through completion of the Recreation Facility Operator Program combined with related experience. The incumbent could also attain the required knowledge, skills and attitudes through completion of a Journeyman Certification Program in a related trade combined with several years of trades, administration and supervisory experience.

Equivalencies will be considered.

## **WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

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 nature of adverse environmental conditions affecting the incumbent)

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 nature of demands on the incumbent's senses)

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**

(Conditions that may lead to mental or emotional fatigue)

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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Employee Signature		Supervisor's Title	
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Printed Name	Date	Supervisor's Signature	Date
I certify that I have read and understand the responsibilities assigned to this position.		I certify that this job description is an accurate description of the responsibilities assigned to the position.	
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Senior Administrative Officer's Signature		Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.			

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.