



JOB DESCRIPTION
PRC Operations and Facility
Supervisor/Foreman
Parks, Recreation & Culture
Department
March, 2024

POSITION SUMMARY

The Parks, Recreation & Culture Department manages the operations, services, programs and maintenance of municipal areas consisting of Victoria Park, including the outdoor pool, Colchester Legion Stadium, Victoria Square, Civic Square, TACC Grounds, Kiwanis Park, the outdoor ice surface, walking trails, parks and green spaces, flower and shrub beds, sports fields and litter collection.

The PRC Operations and Facility Supervisor/Foreman will oversee operations within the Town's parks, recreational facilities and cultural spaces. Additionally, the PRC Operations and Facility Supervisor/Foreman will work collaboratively with other Supervisors/Foremen to ensure a high level of service excellence is maintained throughout the areas served by the Parks, Recreation & Culture Department.

REPORTING RELATIONSHIPS:

Reports to: **Director of Parks, Recreation & Culture**
Assistant Director of Parks, Recreation & Culture

KEY WORKING RELATIONSHIPS:

Internal: Department Personnel
Other Town Departments

External: Outside agencies/contractors as applicable
General Public
Committees as assigned

RESPONSIBILITIES/ACCOUNTABILITIES:

- Oversee the day-to-day operations of the parks, recreational facilities and cultural spaces within the Town of Truro;
- Assist in developing maintenance schedules for the parks, facilities and equipment;
- Support supervision of maintenance staff, facilities and infrastructure;
- Conduct regular inspections of facilities and equipment to identify maintenance needs and safety hazards;
- Collaborate with other departments and stakeholders to assist and execute special events and programs as it relates to the Parks, Recreation & Culture Department;
- Assist in managing an inventory of supplies, tools and equipment necessary for operations within the Department;
- Respond to emergencies and address any issues related to facilities or safety concerns within the Department in a timely and efficient manner;
- Support the maintenance of accurate records of all activities, inspections and incident reports;
- Assist in the development and management of departmental budgets as it relates to facilities and operations.

QUALIFICATIONS

Education and Experience:

- Completion of Grade 12 High School or equivalent;
- Graduate in a recognized post-secondary program with a concentration in facilities management, construction safety or a combination of education and related experience in a similar setting;
- Valid Nova Scotia Drivers License;
- Minimum of three (3) years of experience in facilities management, preferably in a municipal or recreational setting;
- Experience managing a unionized workforce, an asset;

Competencies

- Excellent interpersonal skills; communication skills (written and oral), and analytical skills;
- Excellent administrative and supervisory skills;
- Possess problem solving ability; have the ability to multi-task;
- Ability to address conflict in a healthy, positive and proactive manner.

Special Requirements:

- Required to maintain confidentiality and discretion;
- Required to submit a current Police Records Check;
- Ability to work outside in varying weather conditions and terrain.

AUTHORIZING SIGNATURES

Director of Parks, Recreation & Culture

(Signature)

(Date)

Incumbent:

(Signature)

(Date)

Manager of Human Resources:

(Signature)

(Date)