



External Posting
Non-Union Full-Time Position
**Operations and Facility
Supervisor/Foreman**

Parks, Recreation & Culture Department

Competition # PRCOFS324

Posting Date: Wednesday March 20, 2024

Closing Date: Wednesday April 4, 2024 at 4:00 pm

The Town of Truro will receive applications for an **Operations and Facility Supervisor/Foreman**. This is a permanent full-time non-union position.

Reporting to the Director and/or Assistant Director of Parks, Recreation & Culture, 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.

A complete job description is located on the Town of Truro website (www.truro.ca).

QUALIFICATIONS AND REQUIREMENTS:

- 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;
- 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.

Application Provisions:

Interested applicants must submit a resume with a concise covering letter highlighting relevant qualifications and experience. Competition number must be clearly indicated on the envelope and covering letter. Only applicants selected for an interview will be contacted.

Start Date:

To be Determined

Salary:

In accordance with Town of Truro approved non-union salary range for the Operations and Facility Supervisor/Foreman

Closing Date for Applications:

Wednesday April 4, 2024 at 4:00 pm

Forward applications to:

Tammy Hamlin, Manager of Human Resources
Town of Truro
695 Prince Street
Truro, NS B2N 1G5
Email: jobs@truro.ca

The Town of Truro is an Equal Opportunity Employer