

Selwyn Township Job Description

Position: Recreation Facilities Supervisor	Page: 1 of 4
Reports To: Manager of Recreation Services	Date: June 2025
This Job Description is: <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing <input type="checkbox"/> Revised	

Job Summary:

To provide for the day-to-day operation and maintenance of the indoor and outdoor facilities, parks and greenspace for the Recreation Services Department.

Duties and Responsibilities:

1. Responsible for the preparation and maintenance of all Recreation Services Department all indoor and outdoor recreation facilities, campground, marina, parks, greenspaces, gardens and other designated public spaces, in accordance with established policies and procedures.
2. Responsible to oversee the daily operation of the Ennismore Arena and Lakefield-Smith Arena refrigeration plants and ice resurfacers and maintain the arena ice to the Provincial and industry standards set forth in the established policies and procedures.
3. Responsible to oversee the daily operation of the Lakefield Campground and Lakefield Marina and to maintain the campground and marina to the Provincial and industry standards set forth in the established policies and procedures.
4. Responsible to communicate directly with Recreation Services staff, facility patrons and user groups as required during day-to-day operation to provide information and service and to resolve issues.
5. Responsible to purchase supplies, hardware, or maintenance items as required for the day-to-day operation and maintenance of the indoor and outdoor facilities or other projects as assigned and will retain associated paperwork for the Manager of Recreation Services, in accordance with the approved budget.
6. Responsible to arrange outside services and liaise with outside contractors on-site as required for the day-to-day operation and maintenance of the facilities, parks, campground, marina, capital equipment replacement and other projects as assigned and will advise the Manager of Recreation Services with any project updates and of any emergency situations requiring major outside services.
7. Responsible for the appropriate supervision of the operation of functions, special events, receptions, and banquets in the facilities as required.

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Duties and Responsibilities (Cont'd):

8. Provides recommendations and assists the Manager of Recreation Services with the promotion, development and safe, effective and efficient operation of all indoor and outdoor Recreation facilities, including the campground, marina, parks, greenspaces, events and programs.
9. Ensures the effective scheduling of employees, and work assignments, to provide for the efficient use of financial and human resources.
10. Provides recommendations to the Manager of Recreation Services regarding personnel matters, including discipline and/or dismissal of employees.
11. Liaise and provide information to community groups, volunteers, minor sports and committees, assisting with other related initiatives as directed by the Manager of Recreation Services.
12. In consultation with the Manager of Recreation Services, completes an annual assessment of all recreation parks, greenspaces and indoor and outdoor facilities and assists with the preparation of the operating budget, long-term capital needs forecasts and the identification of immediate needs. Assists with the development of tender, request for proposal and/or request for quotation documentation, as required.
13. Maintains any forms, records, reports, logs, and correspondence, as required.
14. Prepares for and attends meetings, as required by the Manager of Recreation Services.
15. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
16. Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health & Safety Policy and to ensure that employees under their supervision adhere to the same.
17. Performs other duties and carries out special projects, as assigned.

Supervision:

This position requires the incumbent to direct the work of personnel assigned by the Manager of Recreation Services.

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Contacts:

Internal: With the Manager of Recreation Services, and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With various government agencies (e.g. Ministry of Labour, ESA, TSSA), contractors, suppliers and service providers to provide and seek information, and procure necessary goods and services.

With Community organizations and businesses to build partnerships and actively promote all indoor and outdoor recreation facilities, parks, greenspaces, events and programs.

With user groups, patrons and the general public to provide information and service, ensuring polite and tactful relations.

Working Conditions:

Occasional exposure to hazardous materials and operating equipment. Occasional exposure to inclement weather.

Requires good physical condition with the ability to handle some physical efforts and exertion.

Job Knowledge:

Post secondary education or equivalent in a related field with three years related supervisory experience in a municipal or business setting. Park Operations and Outdoor Technician diploma preferred. Basic Refrigeration Certificate required and ORFA Certified Ice Technician (C.I.T.) preferred.

Good knowledge of marina operations, campground operations, arena operations, greenspace and parks development and maintenance, general indoor and outdoor facility maintenance and the operation and maintenance of equipment associated therewith.

Requires a valid class "G" drivers' license.

Good knowledge of personal computers, spreadsheets, word processing and cash handling systems.

Key Competencies:

- Communication
- Customer Focus
- Decision Making

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- Initiative
- Interpersonal Skills
- Job Knowledge
- Organization & Planning