



Manager of Operations – Parks and Arenas

People, Place, Prosperity

Working within our Strategic Plan, **Cambridge Connected**, and committing to our values of Integrity, Respect, Inclusiveness and Service, the successful candidate will work together to help the City of Cambridge achieve our vision: A place for people to prosper – alive with opportunity.

Job Profile

Reporting to the Director of Operations, this key leadership role within the Operations Division is responsible for inspection, maintenance, repairs, and support of staff and user groups and events within parks and arenas. It includes: park spaces, sport fields, sport courts, park amenities, arenas, operations buildings. This position is accountable for strategic planning of park spaces as well as the development of work plans consistent with corporate priorities and the development and monitoring of Operating budgets, as well as the allocation of staffing ensuring that expected service levels are met on a consistent basis. This position is engaged with the Engineering and Development Team on the development and re-development of parks and park amenities to ensure operational considerations are considered in the design.

What you will be doing

1. Provides leadership and oversight to the Parks and Arena operations as well as winter maintenance of: sidewalks, park paths, trails, Multi-Use Trails, and pedestrian refuge islands in the roadway.
2. Prepares and monitors operating budgets and provides recommendations regarding capital budget needs and priorities. Also responsible for forecasting of operating budgets.
3. Responsible for developing, maintaining and implementing Standard Operating Procedures (SOPs) for all staff and administrative activities to align with service level expectations and corporate policies and by-laws.
4. Accountable for staff training, development, recruitment and discipline for all full time, part time and seasonal employees within area of responsibility. Ensures compliance with technical regulations and legislations i.e.: Technical Standards Safety Association, Board of Health Regulations, Electrical Safety Authority, Building Code, Canadian Standards Association Playgrounds Standards, Accessibility Standards, Ministry of Environment requirements, Aquatics maintenance (as it relates to splashpads), etc.
5. Responsible for coordinating emergency public evacuation/cooling/heating centers in arena spaces when required. Represents the Department externally as required: public meetings, meetings with the Region of Waterloo, Police, Health Unit, and other relevant agencies, Associations, and organizations that use Park amenities and Arenas.
6. Coordinates and collaborates with Recreation staff and Management with respect to recreation and user group bookings of facilities maintained and operated through the

Operations Division and responds to concerns identified by user groups in using the facilities.

7. Oversees divisional minor capital maintenance and repair projects and develops minor capital maintenance and repair project priorities within the division.
8. Continually reviews the growth needs of the division and makes recommendations on new parkland development, and community park amenity needs (i.e. public sports courts, sports fields, splash pads, shade structures, benches, etc.)
9. Represents the division in legal injury claims against the division, and at Police Services meetings, and the corporate Accident Review Program

Education

Undergraduate degree in Recreation, Environmental Sciences or equivalent.

Basic Refrigeration (for Arenas).

Additional industry training certificates in at least one of the following: park maintenance, arena operations, building maintenance, sports fields/turf maintenance, splashpads.

Experience and Knowledge

Five (5) to seven (7) years previous related experience in Budget, Building maintenance (as it relates to: arenas, workshops within parks, washrooms), Parks Maintenance, Sports field Maintenance, Special Events, Emergency and Risk Management, Management experience in a Unionized Environment.

Possess a comprehensive understanding of working in a unionized environment and a working knowledge of the collective bargaining process.

We will ask you for these items if you are hired

Proof of your current and valid certificate(s) and/or educational qualifications.

Valid G driver's license.

Supervisor Health and Safety Awareness Training Certificate from the Ministry of Labour (may be obtained post offer)

Your compensation

This position is located in Band Level 7 of the Non-Union Salary Scale and has an annual salary range of \$106,639 - \$130,048. We offer a comprehensive benefit package and are an Ontario Municipal Employees Retirement System (OMERS) employer.

Hours of work

Monday to Friday, 7:00am – 3:00pm p.m. (35 hours per week), some evening work is required. On-call evenings, weekends, and holidays on a shared schedule with others within the Department.

Advertisement expiration date

To apply, please visit www.cambridge.ca/careers. This posting closes on November 24, 2023.

Accommodation needs and protection of privacy

The City of Cambridge recognizes and appreciates diversity and inclusion enhances our public value commitment.

We strive to create an accessible and inclusive experience and encourage all qualified people to apply, including and especially people from equity-deserving groups. Qualified applicants will

receive consideration for employment with honour and respect toward their individual dimensions of diversity.

We strive to remove barriers that may prevent qualified applicants from fully participating in the recruitment and selection process. Accommodation in accordance with the Ontario Human Rights Code and other applicable legislation is available throughout all stages of the recruitment and selection process. Contact HRServices@Cambridge.ca to make your needs known in advance.

For more information on our Employment Equity, please read our full [policy](#).

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the City of Cambridge only.