



The Town of Newmarket, Community Services Commission,  
Requires a **Director, Parks & Facility Services**  
Regular Full Time

**Join a team that's *well* beyond the ordinary**

The growing community of Newmarket is home to 90,000 people and located 40 minutes north of Toronto, in York Region. As one of the most densely populated communities in Ontario, we may be small in area, but BIG things are happening here. From the transformation of a community landmark, the Mulock Property, into Newmarket's very own Central Park to the renewal of our urban corridors to make them even more eclectic, vibrant, livable and lovable – the Town of Newmarket is always looking forward.

The Town of Newmarket is currently engaged in an unprecedented investment period in the creation and expansion of parks, recreation and outdoor spaces. Strong leadership, courage, creativity and a culture of collaboration are part of our team's DNA and what sets us apart is our unwavering sense of community and dedication to building it.

We're the recipient of a Google etown award, we've been voted the best Main Street in Canada, and our town has been recognized as one of the world's 21 most intelligent communities.

As we move forward from the pandemic, we are committed to evolving, growing and trying new approaches, all while creating an environment for extraordinary public service.

**About the role**

Under the direction of the Commissioner, Community Services, the Director, Parks & Facility Services is responsible for the strategic leadership, implementation and delivery of a multi-program department which encompasses Parks and Property Services, Forestry, Facility Services and administrative areas including overseeing all aspects of service delivery related to facilities, parks and playgrounds, recreational facilities including arenas and pools, and municipal buildings/property, as well as providing technical advice to Council and Committees of Council on department matters. Responsible for overseeing approved corporate strategies, policies, and directions through deliberations with Senior management.

This leadership position must provide broad leadership to management staff and demonstrate strong business acumen for effective delivery of services to residents with a corresponding strong customer service orientation.

**How do I qualify?**

**Credentials**

- Successful completion of a University Degree in Engineering, Property and Facilities Management, Environmental Sciences, Architecture or relevant degree, or an equivalent combination of education and experience.
- Progressively responsible experience at a senior supervisory level, including, supervision of unionized staff. Understanding of collective agreement negotiation processes and contract administration.
- Significant progressive experience in the operation and maintenance of large and complex facilities and property management, parks management including significant managerial experience that includes program, financial budget administration, and human resource management.
- Certifications/courses in public administration and business administration would be an asset.
- Demonstrated knowledge of applicable provincial, municipal legislation, regulations, and bylaws to ensure facilities, properties, parks management meet all applicable codes and standards, legislation, and bylaws.
- Strong customer service orientation, interpersonal, consultative, analytical, team building, problem-solving, research, report writing, organizational, and presentation skills.

- Class G Driver's License in good standing and a reliable vehicle for use on corporate business.
- Due to the responsibilities of this position a Police Information Check satisfactory to the Town is required.

### **Knowledge**

- Extensive knowledge and skills in the field of property and facility management, including oversight of contracted services and legal agreements, facility and property standards, health and safety requirements to ensure efficient and reliable services to public.
- Strong knowledge of local government functions and responsibilities, provincial government, and associated agency responsibility, as well as labour/employee relations, principles, practices, and applicable legislation. Acts as the Department lead member of the bargaining committee relative to collective bargaining contract for Facilities services business unit.
- Strong knowledge of municipal operations related to facility and property management, construction, building code standards, legislation, and regulations, as well as knowledge of environmental legislation related to management of parks and public spaces.
- Proven project management skills and experience to oversee multiple capital projects related to facility and property management on time, to specifications and within budget.
- Strong knowledge of and experience with budgeting at the departmental level.
- Thorough knowledge of and experience with asset management and reserve management for parks and facilities operations.
- Leadership competencies including operating strategically, customer focused, managing complex problems, ensuring accountability for services delivered.
- Demonstrated interactive and effective communication fostering collaborative relationships including those with Council, cultivating engagement to drive vision and purpose.
- Practical experience in the review of engineering, building design submissions for new or rehabilitation facility design, parks use design proposals, government and consulting studies and submissions.
- Proficient in the use of MS Office (Word, Excel, PowerPoint, and Outlook), management systems, and program specific applications, (AutoCAD, and program specific applications).
- Knowledge of applicable legislation, bylaws, legal proceedings, and the ability to interpret legislation such as Accessibility for Ontarians with Disabilities Act (AODA), Municipal Freedom of Information and Protection of Privacy Act, (MFIPPA), Occupational Health & Safety Act, and the Employment Standards Act.

**Salary:** \$137,499 - \$171,873

### **How do I apply?**

Please apply online at [www.newmarket.ca](http://www.newmarket.ca) by 5:00 p.m. on **May 17, 2022** quoting the file number **22-87**.

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please no phone calls.

*The Town of Newmarket is committed to taking every precaution reasonable in the circumstances for the protection of the health and safety of workers from the hazard of COVID-19. As a condition of being hired by the Town, employees including students and volunteers are required to be fully vaccinated with a Health Canada or World Health Organization approved COVID-19 vaccine series, unless legally entitled to accommodation under the Ontario Human Rights Code. Reference Vaccination Policy.*