

## Job Description

**Job Title:** Recreation Foreman

**Department:** Infrastructure, Operations & Development

**Supervisor's Title:** Manager of Operations

*Note to the reader: This job description is intended to relay information that describes the general responsibilities, tasks, and processes involved in performing the duties of this job. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual. The information provided will indicate the general skill, effort, responsibility, and working conditions expected in the role.*

### **Purpose of the Job**

Provides support to the Manager of Operations with day-to-day supervision of Recreation Operators, directing tasks at work sites, and completing Operator duties as needed to ensure safe operations and maintain municipal infrastructure within South Huron. Responsible for all areas of municipal facilities/properties including municipal cemeteries. Maintenance and repair of Municipal facilities, play spaces, buildings and equipment.

### **Key Responsibility 1**

#### *Supervision*

- Review and confirm booking software is up to date.
- Determining and directing work to be completed within departmental priorities, resources, and schedules including rentals/bookings.
- Monitoring progress of jobs to ensure they are performed with the right materials, vehicles and equipment and in a safe, proper manner.
- Providing direction, guidance and operational know-how to crew members and external contractors.
- Managing employees (training, time sheets, performance evaluation, etc).
- Reviewing and approving invoices.
- Training crew as needed in operation of equipment, procedures, safety, etc.
- Monitoring and replenishing inventories of materials, parts and tools.
- Composing and distributing written reports/operational notes to upper management.
- Assists other departments/divisions as needed (environmental, transportation, etc).

### **Key Responsibility 2**

#### *Maintenance*

- Guide day-to-day operations for the arenas, halls, parks and cemetery in an effective, efficient, safe and environmentally responsible manner.
- Maintaining a regular maintenance management program and lifecycle maintenance program for refrigeration units and applicable equipment within the facilities.
- Managing assigned pre-approved capital maintenance projects.
- Checking and inspecting buildings for needed maintenance and repair.

- Operate divisional equipment as part of regular maintenance program including, tractor, backhoe, boom truck, mower, chainsaw, snow blower, wood chipper, tree trimmer and line trimmer.
- Maintain security of buildings, doors and alarms for all municipal property and facilities.
- Provide minor and routine repairs to departmental equipment.
- Performing other duties as assigned in accordance with corporate objectives.

### **Key Responsibility 3**

#### *Support of Manager*

- Providing input and feedback on purchasing decisions, maintenance and operation of services, budgets and long term planning.
- Proposes modification or confirmation of existing work processes.
- Preparing reports related to work planned and completed, issues resolved etc.
- Interpreting and administering a variety of regulations, acts, agreements, policies and guidelines pertaining to the operation of department. Makes sure that staff and contractors are knowledgeable and act in compliance with required legislation.

### **Health and Safety**

Responsible, as a Supervisor, for health & safety under the Occupational Health & Safety Act (OHSA). This includes, but is not limited to:

- Ensuring employees are properly trained in health & safety responsibilities, use of equipment, and are aware of potential dangers on the job and how to deal with them.
- Providing safe and proper equipment, standard operating procedures, supervision and communication (including written instruction), current SDS sheets, where applicable.
- Cooperating with the HSC to provide a safe and healthy work environment and take every precaution reasonable in the circumstances.
- Ensuring employees are working safely within the law and safe work practices and procedures (wearing personal protective equipment (PPE), ensuring all guards are in place, understanding and following standards operating procedures), and evaluating performance.
- Investigating and reporting accidents and injuries.

### **Education and Qualifications**

- Secondary School Diploma or equivalent education and experience.
- Preferably with a background in trades.
- Possess a valid DZ license would be considered an asset
- A clean driver's abstract and vulnerable sector check.
- Certified as Facilities Operator, Pool Operator, Ice Technician and Basic Refrigeration.

- Background experience and technical skills in ice making and resurfacing, refrigeration and grounds' keeping.
- Certification for first aid/CPR, WHIMS and chainsaw operation.
- Exposure to building, parks, playfield and cemetery maintenance.
- Required health and safety training.

### **Knowledge, Skills, and Equipment**

- Extensive knowledge of Ministry regulations as well as provincial occupational health and safety standards and labour laws.
- A working knowledge of basic building construction and maintenance, including electrical, plumbing, HVAC and refrigeration.
- Ability to complete mathematical calculations for working with equipment and materials.
- Ability to read operating manuals, schedules and construction plans.
- Training in the safe and effective operation and care of tools, equipment, machinery, including tractor, front end loader, mower, line trimmer, floor scrubbers, pickup truck, ice re-surfacer, compressors and hand tools.
- Effective inter-personal, management, and written and oral communication skills.
- Strong organization skills to effectively complete/deliver and prioritize assigned tasks and responsibilities within established time lines.
- Proper operation and care of a personal computer and other resources.
- Demonstrated ability to lead a team in daily operations with a focus on customer service.
- Thorough knowledge of the Occupational Health and Safety Act, and WHMIS.
- Computer literacy including familiarity with Microsoft Suite and GIS software.
- Physically capable of performing the duties of the position, ability to lift up to 20 kilograms.

### **Personal Contacts**

Communication with internal and external individuals is regular in this position. Internally, this includes: municipal employees, managers and members of Council. Externally, this includes: the general public, consultants, members of the media, and government representatives.

### **Working Conditions**

Work involves a substantial amount of heavy lifting, carrying, crawling and climbing. Operations continue in all weather, including severe conditions. A high degree of mental alertness is required to ensure the safety of self and others as working with heavy equipment, vehicles, unpredictable traffic conditions, tools and hazardous chemicals is required. Hours of work are scheduled within the core. A flexible schedule is required to account for operational coverage outside of core hours, including emergency on-call, holidays, weekends, on-call and seasonal shifts.