



JOB TITLE: **Arena & Sport Facility Officer**
Recreation and Tourism Department

FUNCTION: Administer the overall operations of the Kings Arrow Arena, sport field facilities, and playgrounds in accordance with the policies established by Town Council.

RESPONSIBLE TO: Recreation and Tourism Director

AUTHORITY: Supervise the total functions of assigned staff and ensure that all operations are carried out with efficiency and economy.

EDUCATION: Theoretical background in the field of recreation facility management through the completion of Maritime Arena Operator Level 1 and 2 certification and related industry experience. An undergraduate degree in Kinesiology (recreation management), or equivalent education plus industry related experience, and Canadian Playground Safety Institute (CPSI) Certified Playground Safety Inspector are assets.

RESPONSIBILITIES:

1. Maintain professional development practices to remain informed of current trends, activities, and best practices in recreation, risk management, facility management, operations and maintenance. Have a working knowledge of MS Office applications, Acc Pac accounting software, facility scheduling software.
2. Develop an extensive knowledge of arena ammonia-based refrigeration systems. Research best practices and technological enhancements and make recommendation consideration.
3. Authority to train and supervise full-time and part-time employees involved in arena and outdoor recreation facilities maintenance operations. Be familiar with legislated employment acts/regulations, employee health and safety regulations and practice.
4. In conjunction with colleagues, ensure the human resource management function for the facility maintenance division is operational. This includes payroll time cards, management and reporting of sick leave, family leave and vacations. Central to this role is compliance with and management of the collective agreement with CUPE local 996.

5. Ensure that the arena is open for public use during scheduled times.
6. Establish and maintain an employee shift schedule to meet the needs of facility operations including arena and outdoor recreation/sport facility operations.
7. Establish and maintain user schedules for all outdoor recreation sport facilities and Arena operations. Maintain a positive working relationship with clients and user-groups.
8. Ensure efficient operation and maintenance of outdoor facilities including 3 splash-pads, 6 ball diamonds, 4 tot lots, 9 playgrounds, 6 tennis courts, 1 turf field and athletic track, full size and mini soccer, football fields, and comfort station facilities.
9. Ensure that public skating sessions are properly supervised.
10. Ensure that all sport facilities under the control of the department, both indoor and outdoor, are maintained in a safe playing condition. Ensure appropriate sport specific markings are in place. Establish risk management procedures and make recommendation for further policy development.
11. The position requires knowledge in the operation of the equipment as follows: ice resurfacers, motorized ice edger, ice cutters, Kubota tractor and attachments including bush hog, aerator, and spreader. Field painters and sport field liners are included in this category.
12. Ensure a regular routine maintenance program is established and maintained for all equipment. Enlist the support of others such as the Engineering and Public Works Department when required.
13. Ensure the facilities and surrounding areas are kept clean and clear of vandalism, report incidents if necessary. Research best practices in vandalism deterrent options and make recommendation for consideration.
14. Ensure a play space/facility safety inspection program is in place for all department operated facilities utilizing approved log books. Ensure that the program complies with CSA standards.
15. In compliance with occupation health and safety standards, schedule and implement a monthly workplace inspection using a prescribed form and provide completed results to the Facilities and Tourism Officer.
16. Purchase goods and services for the division as required and within the assigned limits as established by the Recreation and Tourism Director and Town Policy.

17. Work with Departmental staff and community based organizations in the planning and implementation of special events and projects.
18. Be knowledgeable of and manage the division's response to assigned duties in support of the department's responsibilities under the Towns Emergency Measures Plan.
19. Attend Department and community meetings as required.
20. Prepare and submit a monthly report to the Recreation and Tourism Director outlining all activities undertaken during the month.
21. Perform other work related duties as assigned by the Recreation and Tourism Director.

CORE COMPETENCIES:

Education

1. Maritime Arena Operator Institute Level 1 and 2 Certification plus experience
2. Undergraduate degree in Kinesiology (Recreation Management) or equivalent, plus experience
3. Knowledge of recreation / leisure services delivery mechanisms
4. CPSI Certified Playground Safety Inspector

Administrative

5. Knowledge of revenue and expense control mechanisms
6. Ability to deal with customer complaints
7. Ability to understand administrative problems within an organization
8. Ability to work with consultants
9. Knowledge of communication techniques
10. Ability to draft reports
11. Ability to manage time and priorities
12. Ability to develop work plans that align with related Town/department strategic priorities
13. Ability to analyze information
14. Knowledge of problem solving techniques
15. Ability to maintain an equipment and supplies inventory
16. Ability to prepare a budget for presentation to Recreation and Tourism Director
17. Knowledge of management process
18. Knowledge of accounting principles

19. Knowledge of equipment and facility management software (reservations, maintenance, etc.)
20. Knowledge of by-law purpose
21. Knowledge of the role of the municipal Councillor
22. Ability to use a computer (word processing, publishing software, e-mail, Internet)

Program / Facility Development

23. Ability to develop and maximize facility use
24. Knowledge of the public sector's role in offering programs
25. Knowledge of program benefits
26. Knowledge of the main recreation and sport equipment suppliers
27. Knowledge of target group preferences (families, adult population associations, etc.)
28. Knowledge of program formats (leagues, tournaments, special events)
29. Knowledge of equipment and facility accessibility standards
30. Knowledge of reservation systems for facilities
31. Knowledge of user risks
32. Ability to establish preventative measures against legal action for negligence
33. Knowledge of equipment and facility safety standards
34. Knowledge of web-sites, newspapers, trade journals and professional magazines
35. Knowledge of occupancy / emergency standards for facilities
36. Knowledge of scientific journals and magazines
37. Ability to make recommendations on the types of facilities to implement
38. Knowledge of ammonia based ice making process and maintenance
39. Knowledge of turf preparation and maintenance
40. Knowledge of play-structure design, installation and maintenance
41. Knowledge of sport facility dimensions, and playing surface specifications
42. Knowledge of size standards for parks and facilities
43. Knowledge of equipment and facility maintenance techniques
44. Knowledge of the planning stages for planning and equipment development

Human Resource

45. Ability to prepare job offers for newspapers and web site
46. Knowledge of interview techniques
47. Knowledge of staff performance evaluation techniques
48. Ability to guide employees
49. Knowledge of short, medium and long term staffing requirements
50. Knowledge of training needs assessment techniques
51. Knowledge of recruiting techniques for employees

52. Knowledge of motivation techniques for employees
53. Ability to prepare a job description
54. Ability to manage staff relations
55. Knowledge of training programs available for skill improvement
56. Knowledge of workplace health and safety standards
57. Knowledge of collective agreements
58. Ability to manage staff relations and work with a Union

Community Development

59. Knowledge of various types of organizations in the community (sporting, cultural, seniors, tourism, etc.)
60. Knowledge of rules of order for meetings / assemblies
61. Networking skills
62. Ability to understand structural problems within organizations
63. Knowledge of not for profit organizational management
64. Facilitation skills
65. Ability to work with other recreation and community service providers

Salary Scale: Non-bargaining, Pay Band 5 (\$55,516 - \$69,395)