



PARKS & FACILITIES MANAGER
Exempt
Full Time – 40 hours per week
Internal/External Posting No. 2019-05

DEPARTMENT:	Community Services
POSTING DATE:	March 4, 2019
CLOSING DATE:	March 18, 2019
COMPETITION NO.:	2019-05
HOURS OF WORK:	40 hours per week

Under the general supervision of the General Manager of Community Services, the Parks and Facilities Manager position uses considerable independent judgment to organize, plan, schedule and implement budgeted maintenance, operational and/or capital construction programs for the City's civic facilities, parks, arenas and pool operations. The position supervises all associated employees and facilitates communication between the operational stake holders, finance, user groups and the suppliers of services to the City.

Supervises the maintenance, repair and installation of a wide variety of equipment at the City of Dawson Creek facilities and green spaces. Initiates and implements modifications and upgrades to existing equipment and facilities. Addresses emergency repairs and prioritizes work considering operational and regulatory requirements. Develops short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed. Manages corrective and preventative maintenance program activities and employs a variety of technologies and methods to improve equipment reliability and reduce cost intensive repairs. Hires, supervises, directs and develops staff, monitoring performance towards department and corporate objectives.

The following knowledge, abilities and skills are required: Bachelor's degree, or Diploma in Parks Administration, or Facility Management, or an equivalent combination of education and experience. BCRPA/RFABC Pool Operators Level II and BC Refrigeration Operators Certificate are desired. Thorough knowledge of equipment operations, reading plans/drawings, horticulture, parks and playground maintenance, repair and maintenance of sidewalk and trail surfaces, safety, budgeting & estimating, concrete & asphalt installation/maintenance. Minimum 3 years' progressive management experience in a municipal environment including civic facilities, parks, arenas and pool operations is necessary to be successful in this position. Valid Class 5 BC Driver's License

A full job description is available upon request. A competitive compensation package including an attractive base salary and excellent benefits will be provided. Further details will be available during the interview process.

Candidates should submit a resumé marked with the job posting name and number to John MacArthur, HR Manager, at City Hall 10105 12A Street or email a pdf or word document to resumes@dawsoncreek.ca, **with the job posting name and number in the subject line, no later than 4:30 pm on the closing date reference above.** The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references. The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process.