



EMPLOYMENT OPPORTUNITY

Recreation Facilities and Parks Manager

With a population of approximately 15 800, Cold Lake is a city that offers a wealth of excitement, adventure and entertainment for all in any season. Hugging the southern shores of Alberta's seventh largest lake, this recreational paradise can be accessed in summer and winter through western Canada's largest inland marina. New housing, excellent educational facilities, a multipurpose recreational facility and a college are just a few of the highlights that truly make Cold Lake a community of choice.

The City of Cold Lake is seeking an enthusiastic individual to assume the responsibilities of Recreation Facilities and Parks Manager. This is a permanent, full-time position.

Reporting to the General Manager of Community Services, the Recreation Facilities and Parks Manager is accountable for addressing day-to-day operational concerns relating to City of Cold Lake recreational facilities, the marina, and beautification of City park locations and cemeteries. This position is required to liaison with and assist multiple user groups, committees, stakeholders, and external service providers within the community. The Recreation Facilities and Parks Manager provides leadership and guidance to all staff members in the department, while promoting a positive and safe working environment. The position is responsible for the development and maintenance of facility, parks, and marina master plans to ensure that the City's infrastructure remains sustainable. The Recreation Facilities and Parks Manager works closely with the Recreation Programs and Services Manager to ensure service levels and departmental goals are met.

The City of Cold Lake is looking for a candidate who possesses exceptional multitasking skills and has the ability to successfully manage multiple projects with tight deadlines. The incumbent must be able to remain open-minded and positive. The successful candidate must be trustworthy and able to deal with confidential and/or sensitive information.

The successful candidate will have a University Degree in Business, Recreation, or a related discipline, and 5-10 years' supervisory or management experience, preferably within a municipal or other government setting. Direct experience with facility and greenspace management is required, as well as Playground Inspector, Level II Arena Operator, and Level II Parks and Sports Fields Operator certifications. A strong computer skill set, including Microsoft Office, is required. Experience in dealing with grants and budget creation is also required. Strong communication (both written and verbal), and organizational skills are required, as well as effective problem solving and project management skills, and a keen interest in customer service.

The City of Cold Lake provides a competitive compensation package to successful candidates. This competition will remain open until March 18, 2018.

The City of Cold Lake thanks all applicants; however only those short-listed for an interview will be contacted.

Submit resumes with cover letter to:

City of Cold Lake

Human Resources

5513 – 48 Avenue

Cold Lake, AB T9M 1A1

Facsimile: (780) 594-4041

Email: humanresources@coldlake.com

Or, apply online at: www.coldlake.com