

TOWN OF OKOTOKS

RECREATION FACILITIES TEAM LEADER (Facilities Manager)

If You Desire ... A workplace that values teamwork and creativity in a results oriented environment with flexible work schedules, read on ...

Okotoks is STILL growing ... Our steady population growth ensures that 2012 offers exciting opportunities for people looking to join a progressive and fast paced work environment that prides itself on providing excellent service to our residents. Situated 15 minutes south of Calgary, Okotoks has a variety of housing choices to fit all lifestyles.

Okotoks has ... a strong recreation clientele, and satisfying their needs places emphasis on the optimum operation of our Recreation Centre and Centennial Arena. The Recreation Centre provides 2 ice surfaces, gymnasium, leisure pool, 6-lane lap pool, 40-person hot tub plus an outdoor water features park. The facility has a large common area, and is in partnership with a state of the art fitness centre. Our Centennial Arena has a 1,500 seating capacity, and is suitable for twinning in the future.

The Recreation Facilities Business Centre ... is looking for an energetic leader to round out their team. Okotoks offers competitive salaries and excellent benefit and pension packages.

Your responsibilities are ...

Provide leadership for all aspects of the Recreation Facilities business centre including short & long term planning, daily & long term operations, and its physical, financial & human resources. You will manage, operate and maintain the 3 Arenas and common areas that provide year-round events and activities, ensuring the provision of public skate opportunities and use of the Arenas by minor hockey, hockey teams (both recreational and competitive), lacrosse and any special functions including our annual Indoor Rodeo. You will also be responsible for all maintenance operations for the Recreation Centre and Centennial Arena (including the solar, furnace, boiler, plumbing and electrical repairs) custodial, coordinating contractor support as necessary, providing proven skills in facility management. Involvement and coordination of capital projects is also under your umbrella.

We're looking for ...

A seasoned Facility Manager who has at least 2 years post secondary education such as a Building Maintenance, Facility Management/Recreation Administration degree or diploma supplemented by at least 10 years of relevant experience in progressively more responsible positions, minimum 2 of those years involving direct supervision and administration. Highly developed interpersonal, supervisory, mechanical & maintenance skills and proficient computer skills are all required.

Annual Salary Range: \$72K to \$79K (under review) plus a comprehensive benefit package and participation in LAPP.

Please submit resumes by February 26th, 2012 to:

Town of Okotoks, Human Resources
Box 20, #5 Elizabeth Street
Okotoks, AB T1S 1K1
Fax: (403) 938-7387 e-mail jobs@okotoks.ca
For more detailed information, visit our Website at www.okotoks.ca