

## **HIRING MANAGER OF FACILITIES, PARKS & RECREATION (18 MONTH CONTRACT)**

The Municipality of Bluewater is recruiting a full-time contract Manager of Facilities, Parks & Recreation who shares our values of teamwork, respect and commitment. You will be joining a dynamic team of dedicated, professional and hard-working colleagues.

### **What you will do**

Under the direction of the Chief Administrative Officer, you will:

- Lead and manage all Facilities, Parks & Recreation operations, programs and services
- Develop and manage departmental budgets, capital projects and long-term planning initiatives
- Supervise and support full-time, part-time, seasonal and contract staff
- Ensure compliance with municipal policies, legislation and health & safety standards
- Provide leadership in asset management, preventative maintenance and energy conservation programs
- Prepare reports and present to Council, committees and senior leadership
- Foster partnerships with community groups, stakeholders and external agencies
- Oversee contracts, procurement processes, facility leases and agreements

### **What you bring**

- Post-secondary degree in Recreation, Facilities Management, Public or Business Administration or related field
- Several years of progressive municipal leadership experience
- Strong knowledge of relevant legislation (e.g., AODA, OHSA, MFIPPA)
- Proven experience in strategic planning, budgeting and staff supervision
- Excellent communication, leadership and problem-solving skills
- Proficiency in MS Office, recreation booking software and asset management software
- Valid Class "G" driver's license
- Current First Aid & CPR certification and Vulnerable Sector Check.

### **Work Schedule**

- Full-time (40 hours per week) with occasional evenings and weekends required
- Must be available to respond to emergencies and attend meetings outside regular hours

### **Work Location**

- Municipal office (14 Mill Ave, Zurich) and various facilities and sites across the Municipality of Bluewater

### **Compensation**

The 2026 wage range for this position is \$52.45 to \$65.57 per hour.

### **Apply**

Submit cover letter and resume by **4:00 p.m. on Friday, July 17, 2026** to:

Maggie Off, Manager of Facilities, Parks & Recreation | Email: [facilities@municipalityofbluewater.ca](mailto:facilities@municipalityofbluewater.ca)

Visit <http://www.municipalityofbluewater.ca/municipal-office/careers/> to view the Job Description.

### **Additional Information:**

- This is an external job posting
- No Canadian experience is required to apply
- No AI or automated systems are used in screening, assessing or selecting applicants

*The Municipality of Bluewater is an equal opportunity employer committed to inclusive hiring practices and providing accommodation throughout the recruitment process. Applicants are encouraged to identify any accommodation needs in advance. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used solely to assess eligibility for employment with the Municipality of Bluewater. By submitting an application you consent to the collection, use, and disclosure of your personal information for recruitment and hiring purposes.*

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*

## MUNICIPALITY OF BLUEWATER

### **POSITION DESCRIPTION: Manager of Facilities, Parks & Recreation (18-month contract)**

**DEPARTMENT:** Facilities, Parks & Recreation

**REPORTS TO:** Chief Administrative Officer

**POSITIONS SUPERVISED:** Full-time, Part-time, Contract and Seasonal Department Staff

**PAY STATUS:** Salary (40 hours per week)

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#### **Position Summary**

The Manager of Facilities, Parks & Recreation is responsible for the overall management and administration of the Municipality's facilities, parks, recreation, and leisure services. This includes overseeing departmental operations, staff supervision, facility maintenance and capital planning, leases and agreements, contracted services, budgets, Council reporting, and emergency response.

The Manager ensures that all departmental services are delivered in accordance with Council's goals, objectives, policies, procedures, by-laws, approved budgets, and applicable legislation. As a member of the Senior Leadership Team, the Manager provides leadership, advice, and support on matters related to municipal facilities, parks, recreation services, and community use of municipal assets.

#### **Major Responsibilities**

Responsible for the management and delivery of all services of the Department, ensuring that all work is performed in a cost-effective manner according to federal and provincial regulations, municipal standards and policies, safety legislation and related guidelines.

Responsible for the management of facilities, parks, equipment, machinery and other property under the care and control of the Department, including preventative maintenance schedules and programs, energy management and conservation, facility replacement planning and appropriate record-keeping.

Oversee and update the Recreation Asset Management Software (RFAM-Marmak) on a regular basis and implement inspection and work order modules.

Obtain technical advice from outside agencies, consultants and engineers, as needed, to support the upgrade and maintenance of municipal facilities.

Supervise the Recreation Coordinator in the delivery of parks, recreation and community engagement activities that meet the needs outlined in the Recreation Master Plan.

Support administration and facility booking staff through the oversight of Active Net (Recreation Booking Software) by troubleshooting, improving processes and training.

Promote and support a strong health and safety culture through participation on the Joint Health and Safety Committee and the development, implementation and enforcement of health and safety standard operating procedures.

Provide oversight of the Bayfield Harbour, including lease administration, general maintenance, coordination of the annual dredge, and maintaining positive relationships with marina stakeholders, including marina operators, the Harbour Authority and Fisheries and Oceans Canada.

Oversee and supervise all departmental staff by:

- Delegating work assignments and ensuring regular maintenance activities are completed for all properties under the care and control of the Department;
- Recruiting qualified staff through the formal municipal hiring process, including full-time, part-time, contract and seasonal staff;
- Identifying and implementing training to ensure staff are adequately oriented, trained and competent in their duties;
- Supporting the Facilities Supervisor, Foremen and Recreation Coordinator with staff scheduling, day-to-day supervision, coaching and issue resolution;
- Providing direction and guidance to staff and ensuring staff are informed of new processes, procedures and expectations;
- Managing staff performance, attendance, workplace concerns and disciplinary matters in accordance with municipal policies and applicable legislation; and
- Recommending staffing, organizational or departmental changes to the Chief Administrative Officer, as required.

Oversee construction, renovation projects and contractors to ensure work is completed properly and in a timely manner.

Acquire services, equipment, tools and materials as necessary for the operation of facilities, parks and planned projects, in accordance with the Municipality's purchasing and procurement policy, including requirements for quotations, tenders and RFPs, and Council-approved operating and capital budgets.

Administer and oversee lease and license agreements for parkland and municipal facilities.

Manage associated administrative responsibilities, including budget development and monitoring, short- and long-term forecasting, monthly activity reporting, tender, quote and proposal preparation, invoice approvals, contract administration, procurement, policy and procedure development and report writing.

Provide reports, statistics and other documentation for the Chief Administrative Officer, Council and provincial ministries and agencies as required.

Contribute to corporate strategic objectives through the development and implementation of integrated facilities, parks and recreation plans.

Participate as a member of the senior leadership team, reviewing and providing input into proposed policies, programs and systems, preparing strategies for municipal growth, communicating issues with implications beyond the department and working together to solve problems affecting the entire municipality.

Develop new or revise current departmental programs to maximize the use of facilities and evaluate the success of programs.

Oversee promotion and marketing of municipal facilities and programs and support community event promotion.

Investigate revenue-producing strategies and user fees to help offset operating and capital costs and support community programs for the Municipality and, when directed, community groups.

Responsible for the planning and forecasting of facility utilization requirements and revenue and

expenditure estimates.

Work with Finance staff to ensure necessary financial and accounting procedures are followed.

Attend committee and council meetings to report on departmental activities.

Attend evening community meetings relating to municipal and community events and liaise with organizations, clubs, associations and rental groups on behalf of the Municipality.

Meet and correspond with representatives from government ministries and agencies, utilities, engineers, contractors, municipal recreation groups and networks, and other stakeholder groups to maintain effective working relationships.

Perform other related duties as assigned.

## **Qualifications**

Relevant University degree and/or equivalent combination of education and progressively responsible work experience preferably in the field of Recreation and Parks, Facilities Management, Municipal Administration, Public Administration or Business Administration.

Several years of progressive leadership experience in the municipal field, including strategic policy, program and procedure development, parks and recreation, facilities planning and management, and community services and development.

Proficient in computer applications such as MS Word, Excel, PowerPoint, project and asset management software, registration and booking software.

Knowledge of applicable legislation, bylaws and the ability to interpret legislation such as Accessibility for Ontarians with Disabilities Act (AODA), Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Liquor Licence and Control Act, Occupational Health & Safety Act as well as the Employment Standards Act.

The ability to meet deadlines, to function well under pressure and to respond to frequently changing demands and to lead a team.

Strong interpersonal, communication, strategic planning, analytical, reasoning and problem-solving skills.

Commitment to above average service delivery and health and safety.

Demonstrated tact and diplomacy skills and the ability to handle confidential matters with discretion.

CPR and First Aid certificate, vulnerable sector background check and valid Ontario Class G driver's license are required.

## **Working Conditions**

Working within an office environment, with off-site meetings and site visits in all types of weather, on an as needed basis.

Involves driving on a regular basis.

Required to carry a cellphone to answer calls and respond to inquiries from Facility Department staff, rental groups, event organizers, emergency responders and the general public.

