



TOWNSHIP OF BECKWITH JOB DESCRIPTION

JOB TITLE: Facility Foreman

DRAFTED: September 18th, 2018

DEPARTMENT: Recreation

PAGE: 1 of 3

DIVISION: Facilities

DIRECTLY RESPONSIBLE TO: Recreation Director

Under the direction of the Recreation Director the Facility Foreman, assists in the day-to-day operations of the Recreation Department.

MAIN PURPOSE:

Facility Foreman is responsible for operation and maintenance of Beckwith Recreation Complex and is to ensure the efficient operation thereof. Also responsible as assigned for other Park Facilities such as grass sports fields, baseball diamonds, multi-purpose sports field and trails.

KEY RESPONSIBILITIES:

The Facility Foreman shall have a clear understanding of and ensure compliance with the Occupational Health & Safety Act and for the leadership, training and supervision of assigned staff.

- Performs daily, weekly and annual splash pad maintenance tasks.
- Performs daily, weekly and annual building maintenance tasks.
- Performs daily, weekly and annual arena maintenance tasks.
- Performs daily, weekly and annual turf facility maintenance tasks.
- Performs daily, weekly and annual parks, Multi-Purpose Sports Field and trail maintenance tasks.
- Performs maintenance tasks such as sweeping, damp mopping, spot cleaning, washing, buffing, stripping, vacuuming, waxing, painting and disinfecting.

- Prepares activity areas for programming including ice surface operations, soccer operations, set up and tear down of programs, and makes adjustments to accommodate changes in bookings.
- Performs repairs and equipment servicing as well as annual maintenance work and assists in performing larger scale repairs/renovations
- Performs snow removal and litter pick-up, grounds maintenance, grass cutting and turf management for Beckwith Park and trails.
- Directs Beckwith Recreation Complex staff as assigned on designated shifts.
- Verifies that the work performed by Beckwith Recreation Complex staff meets standards and provides input into performance appraisals of part-time staff.
- Supervise other Recreation staff as assigned.
- Completes all forms as required including operating logs, facility condition reports, facility inspections, etc.
- Works in accordance with the provisions of applicable health and safety legislation and all municipal departmental policies and procedures related to occupational health and safety.
- Performs other duties as assigned.

CONTACTS

- General public
- Internal close working relationship with the Recreation Director, part-time and contract staff and other municipal staff.
- Service Contractors.
- Provide excellent customer service.

EFFORT

- High physical demands

EDUCATION/EXPERIENCE/SKILLS TRAINING

The following education/ experience would be an asset:

- Formal training at a Community College level in relation to Recreation & Leisure Services or Recreation Facilities Management.

- ORFA Certified Ice Technician (CIT) would be an asset
- Parks and Open Space Professional Training Program – Level One
- CPR, First Aid and AED Certificate
- Valid Class G Driver's License
- Minimum of 5 years progressive experience in Parks and Recreation Facilities Management
- Thorough knowledge of building and HVAC systems, recreation facility maintenance, turf, park and trail maintenance.
- Mechanical knowledge, carpentry skills and experience in preventative maintenance programs would be considered assets.
- Excellent communication skills, strong organizational & leadership skills, and community relation skills.
- Strong understanding of the Liquor License Act.

LEADERSHIP

- Leadership and communication with the Recreation Director, part-time and contract staff and other municipal staff is required for this position.

INITIATIVE/CREATIVITY

- Initiative and creativity in the day-to-day maintenance of the municipal recreation properties.

WORKING CONDITIONS:

- Works in municipal recreation building with equipment.
- Both inside and outside work in all seasons.
- Possible exposure to hazardous materials.
- Overtime and travel is necessary.
- Available to work on days off and weekends when necessary.
- Supervision of special events as directed