



## EMPLOYMENT OPPORTUNITY

### **Director of Parks and Recreation**

The City of Pembroke is situated on the beautiful Ottawa River, a vibrant little city of 16,200 that is renowned as “the heart of the Ottawa Valley.” Pembroke is a single-tier municipality in the County of Renfrew.

The City of Pembroke is recruiting for a **Director of Parks and Recreation**. This is a full-time position.

Reporting to the Chief Administrative Officer you will be responsible for the effective planning, administration, management and operations of the Corporation’s parks and recreation services in accordance with related legislation.

#### **Qualifications and Experience:**

- Post-secondary diploma or undergraduate degree in recreation studies (or related field)
- Valid and satisfactory “G” drivers license
- Ability to obtain a clear Vulnerable Sector Check
- Minimum of five (5) years progressive experience in municipal government and in the management of recreation programs and facilities.
- Five (5) years of supervisory and or management experience, preferably in a unionized environment.

Hours of Work: 1820 hours annually (35 hours per week) plus overtime in support of operational requirements.

Salary Range (2022): \$101,756.90 to \$125,160.52 annually plus comprehensive benefit package.

Applicants are invited to submit in confidence a detailed cover letter and résumé by August 26, 2022 at 12pm (local time) to:

**Mrs. Arin Crinnion**  
**Human Resources Coordinator**  
**City of Pembroke**  
**1 Pembroke St. E.**  
**Pembroke ON K8A 3J5**  
**Fax: 735-3660**  
**Email: [Human Resources](#)**

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals.

Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

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



### **Job Description**

Title:	Director of Parks and Recreation
Department:	Parks and Recreation
Reports to:	Chief Administrative Officer

#### Qualifications and Experience:

1. Successful completion of an approved degree or diploma course in Recreation or proven successful and progressive experience in the field of Parks and Recreation or related fields.
2. Possession of a Registered Recreation Facilities Supervisor Designation with the Ontario Recreation Facilities Association or an equivalent combination of education, qualifications and experience.
3. Minimum of five (5) years related operations, technical and maintenance experience, with five (5) years of responsible supervisory experience in the co-ordination of work crews, work assignments and best practices, preferably in a unionized environment.
4. Proficient in Microsoft Office Suite. Knowledge of GIS applications would be an asset.
5. Solutions oriented and equipped with excellent written, verbal and interpersonal communications skills.
6. Must possess highly effective interpersonal, communication, and organizational skills; demonstrate strong leadership, motivation, team building and conflict resolution skills.
7. Exhibits a high standard of initiative, self-direction and self-discipline and displays a commitment to personal professional development.
8. Knowledge of principles and practices of budget development, administration and monitoring
9. Knowledge of all municipal, provincial and federal regulations and status related to Ontario municipalities with respects to recreation services.
10. Knowledge of Health and Safety Policy programs and the Ontario Occupational Health and Safety Act.
11. Demonstrate proficient project management skills - research, analyze, interpret, compile and evaluate issues, and make appropriate recommendations for action.



#### General Scope of Responsibilities:

Under the direction of the CAO you will efficiently oversee the functions of the Parks and Recreation, department by organizing and supervising activities pertaining to the operation and maintenance of municipal facilities, parks, sport fields and playgrounds, as well as the planning, promotion, development and co-ordination of recreational programs, tourism activities, special events and festivals.

#### General Scope of Duties:

1. Prepare activity reports and scrutinize daily crew cards and assign appropriate project codes.
2. Oversee the planning, scheduling and co-ordination of equipment, material and manpower utilization on the maintenance and operations of ice rinks, pool, marina, parks, sport fields, beachfronts, playgrounds, walkways and other recreation infrastructure.
3. Establish and maintain the Parks and Recreation Master Plan.
4. Oversee the planning, promotion, development and co-ordination of recreational programs, special events and festivals.
5. Instruct Supervisor on work priorities to ensure that all personnel and resources are deployed in the most effective and cost-efficient manner.
6. Liaise with contractors and other departments, working collaboratively with Supervisors and other Department Heads to achieve common goals of the City.
7. Collaborate with and provide technical support to other Departments as required.
8. Ensure that due diligence is carried out in all areas of risk management and safety training; reports and follow-up on all incidents, accidents, property damage and theft, ensuring that the work practices conform to relevant policies, procedures and legislation.
9. Visit work sites to monitor, evaluate, troubleshoot and assess efficiency.
10. Respond to inquiries/complaints and carry-out remedy and/or prepare proposal on solutions with a focus on service to the Public.
11. Demonstrate positive leadership through the supervision of staff, including directing and guiding performance management, identification and support of professional developmental needs, training, coaching, motivating and empowering staff.
12. Plan and co-ordinate the maintenance of the Department's equipment fleet in collaboration with the Roads and Fleet Supervisor.
13. Evaluate the performance of equipment and facilities, including assisting in the development of specifications for purchasing new equipment for the Department.



14. In conjunction with the Operations Department, coordinate the development of projects and maintenance schedules for departmental equipment.
15. Assist in the development of recommendations on costs, strategic planning, capital expenditures and designs.
16. Assist in the development of the yearly budget and capital construction projects.
17. Prepare purchase requisitions for the day-to-day operations and maintenance of City facilities and parks within scope of responsibility and in accordance with the established procurement policy.
18. Act as Emergency contact for Parks & Recreation, ensuring appropriate response during emergency situations.
19. Act as Chief Operator for the Refrigeration Plants.
20. Prepare reports on new methods and procedures designed to improve operations and minimize costs.
21. Draft job procedures, safety standards, building cleanliness standards, equipment and building maintenance standards and maintain logs in accordance with applicable legislation.
22. Provides professional advice and assistance to City Council through the C.A.O. on matters relating to Parks and Recreation.
23. Perform other related duties as assigned.

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The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

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Hours of Work: 35 hours/week (8am to 4pm)  
Occasional Overtime