

MUNICIPALITY OF THAMES CENTRE

POSITION TITLE: Director of Community Services & Facilities

REPORTS TO: Chief Administrative Officer

PURPOSE OF POSITION:

The Director of Community Services & Facilities shall be responsible and accountable to the Chief Administrative Officer (CAO) for the general control, management and administration and the affairs of the Community Services Department (recreation, building, by-law enforcement, drainage and senior centre), including the construction, maintenance, upkeep and repair of all Municipal facilities; and collectively for the effective and efficient functioning of the Senior Management Team. The Director acts as the municipal officer in charge of technical and administrative policy for all community programs and services, including parks and open spaces and all municipal facilities.

MAIN DUTIES - NATURE AND SCOPE:

Leadership and Supervision

Supervise departmental staff, including the Chief Building Official, the By-law Enforcement Officer, the Senior Centre Co-Ordinator, GIS Technician/Asset Management Coordinator/Social Media Moderator, Drainage Superintendent, and all unionized recreation staff.

Ensure that the responsibilities of the Senior Management Team are carried out in an effective and efficient manner by participating in an atmosphere of initiative, innovation, inclusion, open discussion and debate. Support the strategic directions and policies of the Municipality, and ensure uniformity in the creation and implementation of municipal wide policies and procedures. Assume individual and collective responsibility of corporate wide initiatives and cross departmental projects, as assigned.

Ensure the work of consultants and contracted service providers for the Department, as assigned or through others, including parks and open spaces, all municipal facilities, conservation, engineering, construction and maintenance services, as well as by-law enforcement is completed in an efficient and fiscally responsible manner.

General Administration

Responsible for the management of the Community Services Department, in accordance with the policies and plans approved and established by the Council. Develop, implement, control and report results of all departmental programs approved by the Council. Prepare regular reports of activities in the department to be presented to Council, and to develop and analyze options and make recommendations for consideration by the Council.

Recommend to the CAO and Council the scope and extent of the programs of the Community Services Department, and upon approval and allocation of funds, establish and implement such functions as directed by the Council and the CAO. Recommend new or revised policies regarding municipal parks and open spaces, recreational facilities, and all municipal facilities. Perform assigned responsibilities regarding energy conservation, facilities management, and asset management.

Job Description - Director of Community Services & Facilities

March 2020

Page 2

Carry out research, review and present alternative business practices and policies to the Senior Management Team that would improve the effectiveness of the efficiency of the Department and the Municipality. Share in the corporate oversight of the strategic planning and implementation of cross-departmental projects and issues.

To oversee the development, implementation and maintenance of appropriate controls, policies, and procedures to safeguard all facility assets of the Municipality, including a comprehensive maintenance program for all parks and facilities.

Assist the Council, other members of the Senior Management Team, and the CAO in planning and decision making, by providing managerial experience and department insights and perspectives.

Review and recommend for consideration all community service matters of business to be included on the Council agenda. Attend all meetings of the Council, and committees of Council as required, and be prepared to speak on any departmental subject under discussion, at the request of the CAO.

Ensure good customer service and sound public relations for the Municipality as it pertains to the municipal staff, the general public, user groups and contractors.

Perform the duties and exercise the powers which, may lawfully be assigned by the CAO.

Financial Administration

Provide input into the preparation and administrative review of the departmental capital and operating budgets for presentation to the Council by the CAO and Director of Financial Services/Treasurer. Provides input to the Director of Financial Services/Treasurer on the financing of departmental operations.

Exercise financial control of the Department in terms of approved budgeted expenditures. Ensure purchases of goods and services within a Director's authorized limits under the Municipality's purchasing and procurement by-law. Recommend major in-year expenditure and capital projects to the CAO.

Personnel Administration

Recommend to the CAO the appointment, suspension, discipline, dismissal, compensation, rewards or terms of employment of all full-time non-union management, supervisory and technical staff within the department.

Appoint, suspend and discipline all employees covered by collective bargaining agreements, in accordance with procedures outlined in the collective bargaining agreements.

Participate, as directed, in the collective bargaining process. Recommend to the CAO terms of the agreement concerning wages, salaries and working conditions; and, upon approval of Council, to administer such agreements on a day-to day basis in the Department.

Recommend approval of all staff compensation and promotions, subject to the availability of funds and the Council-approved complement, and subject to Municipal policies and the procedures contained in any collective agreements.

Technical Responsibilities

Directs the construction, maintenance, upkeep and repair of all parks and municipal facilities. Ensures the provision of safe parks and recreation facilities including compliance with applicable statutes and regulations. Ensures regular safety and maintenance inspections are completed on all municipal facilities and that appropriate maintenance logs are completed as required. Maintains proper safety standards for employees, facility users and program participants. Prepare specifications for and recommend the awarding of all contracts or improvements, works or equipment under the jurisdiction of the Community Services Department. Thorough knowledge of parks and recreation operations including facilities maintenance and construction, contract administration and asset management.

EDUCATIONAL REQUIREMENTS AND ACCREDITATION:

Possession of a college diploma or degree in Recreation Administration and/or Facility Management or a related discipline (ie. Mechanical/Electrical Engineering); a certified Ice Technician Certificate; Advanced Pool/Spa Certificate; Ministry of Labour Class "B" Refrigeration Certificate or Stationary Engineers Certificate; Building Environmental Systems Certificate; or equivalent combination of education and experience.

EXPERIENCE:

Typically would require 5 to 7 years progressive experience within a municipal government, or in a role providing support to a municipality at a supervisory or management level.