



# Job Posting: Facility Operations Manager

## **About Us**

The Town of Whitewood is located 175 km east of Regina at the crossroads of the Trans-Canada Highway #1 and Saskatchewan Highway #9. With an in-town population of 900 with a K-12 School. Whitewood has excellent recreation facilities including a 55,000 square foot skating arena/curling rink, outdoor swimming pool, splash park, 20 site serviced campground, ball diamonds, horseshoe pits, tennis court, basketball court, many parks/green spaces and 9-hole golf course.

## **About the Position**

This key position is responsible for the overall operational direction of recreation facilities and programming within the Town of Whitewood. This includes leading and overseeing all recreation staff members and working closely with other municipal employees. This position shall ensure the safe and efficient operations of all mechanical and non-mechanical equipment, manage contractors as necessary and work to ensure the general satisfaction of all town residents and users.

**Job Type: Full-time Permanent (Salary); 40 hours/week**

## **Specific responsibilities:**

- In conjunction with local user groups of the Whitewood Community Centre, ensure that activities are scheduled, invoiced and paid for in a manner that is consistent with current policies and procedures.
- Hire and supervise seasonal staff for the Whitewood Outdoor swimming pool
- Plan, prepare, implement and review, in conjunction with local groups, programs, workshops, clinics, seminars and other events that will benefit the community.
- Prepare and present monthly and annual reports for council including annual capital and operations budgets.
- Research and apply to local, regional, provincial and federal grants for the Town of Whitewood recreation facilities and operations.
- Provides diagnostic, technical, and hands-on support for complex building issues when required, mentoring Recreation department staff and pursuing externally contracted support when needed.
- Establishes work schedules, procedures, and coordinates activities for all Recreation department staff to ensure the smooth operation of all facilities.
- Ensures regular facility inspections are being conducted and all building maintenance, installation, and repairs and being completed when required.
- Develops and maintains partnerships with local user groups such as sporting groups, service clubs, schools, churches etc.
- Other tasks/duties that may change upon request



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## **Qualifications:**

- A minimum of 5 years of experience is preferred but not mandatory in general facilities management and building maintenance, and hands-on experience with diagnosing and working with building mechanicals (HVAC, refrigeration, plumbing, electrical, etc.).
- A minimum of 2 years of experience at a supervisory level.
- A relevant post-secondary degree in recreation or similar and/or Arena Operator Level 1-2, Pool Operator Level 1-2, and/or experience working in an environment with pools, hockey/skating arenas, and curling facilities are considered an asset.
- Experience in managing capital projects, such as renovations, installations, or equipment replacement.
- Experience in hiring, training, scheduling, managing performance, and coaching staff members
- Comfort with administrative tasks requiring the use of computers, various software, MS Office (Outlook, Excel, and Word) is required.
- Able to provide a clear Criminal Record Check and hold a valid Class 5 Drivers license.

To apply: Please email your resume and cover letter to [cao@townofwhitewood.ca](mailto:cao@townofwhitewood.ca).  
Please indicate your salary expectations in your application.

Applications will be accepted until August 30, 2019 or a successful candidate is found.