



TOWNSHIP OF ALGONQUIN HIGHLANDS JOB DESCRIPTION

POSITION: Parks, Recreation and Trails Manager
DEPARTMENT: Parks, Recreation and Trails
LOCATION: Trails Office
REPORTS TO: Chief Administrative Officer

PURPOSE

Reporting to the Chief Administrative Officer the Parks, Recreation and Trails Manager is responsible for the general and financial management of the Parks, Recreation and Trails Department while providing strong leadership, strategic planning guidance, innovation and ensuring high quality customer service.

As a member of the Senior Management Team, the Parks, Recreation and Trails Manager oversees the operation of municipal parks, Water Trails campsites, community centres, hiking and ski trails for the Township of Algonquin Highlands including, but not limited to, the following:

- Haliburton Highlands Water Trails;
- Frost Centre Ski Trails;
- Hiking Trails;
- Dorset Recreation Centre;
- Oxtongue Lake Community Centre;
- Stanhope Firefighters' Community Centre and park;
- Club 35;
- Dorset Scenic Lookout Tower;
- Elvin Johnson Park;
- Log Chute;
- Dorset Parkette.

Responsibilities will also include other parkland and facilities such as sports fields, multi-purpose courts, outdoor rinks, playgrounds, beaches and access point/boat launches.

The Parks, Recreation and Trails Manager provides enforcement of Municipal By-laws and applicable Provincial statutes and regulations through the Provincial Offences Act or other relevant legislation established for the protection of natural resources.

The Parks, Recreation and Trails Manager shall promote and market the Trails program initiatives.

RESPONSIBILITIES

- Monitors and controls performance of the department(s) in conformance with objectives, plans, schedules and budgets. Monitors variances and implements necessary corrective actions.
- Prepares and maintains annual budget.
- Collects, assesses and relays information, formulates and presents recommendations and implements approved recreation management plans.
- Administers all aspects and outcomes of the department including human, material, property, building, equipment and financial resources.
- Develops, plans, implements and manages operational and preventative maintenance programs, risk management plans, database, reservation and record keeping systems for the department.
- Recruits, selects, supervises and evaluates departmental staff; provides direction to staff; ensures resolution of problems; sets priorities and establishes workloads.
- Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity and teamwork.
- Conducts regular performance evaluations of Parks, Recreation and Trails staff and makes recommendations for grid movement if applicable.
- Prepares and recommends policies and procedures; ensures effective implementation and adherence.
- Coordinates with other municipal departments as needed, to support long-range plan development.
- Liaise with and develops stakeholder relations, promotes enhanced use of facilities and programs to maximize related revenue.
- Provides project management for facility/equipment life cycle maintenance and/or replacement, major renovations and new capital projects.
- Drafts, submits and administers various work permits, land use permits and funding/grant approval processes.
- Drafts applicable by-laws, service agreements and work contracts.
- Prepares, implements, monitors and controls a 3 year operational and 5 year capital budgets.
- Administers tenders, RFP's, RFQ's and purchase orders for the department within approval budgets and in accordance with the Township Purchasing Policy.
- Represents the department at Council, Committee and Department Head meetings, including making recommendations, preparing and presenting specific and monthly activity reports to the CAO and Council.
- Serving as Municipal Law Enforcement Officer for purposes of the Haliburton Highlands Water Trails program.
- Establishes and maintains working relationships with local contractors, local businesses, volunteers, community groups, service organizations, partner municipalities and provincial/federal government agencies and ministries.
- Ensures implementation of and compliance with various applicable legislation, regulations, policies, procedures and standards including but not limited to Corporate policies, Occupational Health and Safety Act, Fire Safety Plans, CSA playground Standards, Electrical Safety Authority, Technical Standards and Safety Act, the Municipal Act, etc.
- Responds to inquiries, complaints, problem situations and emergency calls as required.
- Develops Parks and Trails Master Plan in accordance with Council direction.
- Consults with appropriate planning staff during Official Plan review relating to parkland dedication and development.

- Assist field staff with maintenance, enforcement, site inspection and field survey activities utilizing 4x4 vehicles, tractors, ATV's, snowmobiles, motor boats, canoes, by foot, skis and snowshoes.
- Maintains current knowledge of recreation, marketing and tourism trends and the recreation needs of the community.
- Promotes and markets programs and special events through various forms of modern media, tourism organizations and attendance at community events, trade show and conferences.
- Maintains employee records as directed by the CAO.
- Other duties as assigned from time to time.

HOURS OF WORK

Hours of work are as required to meet the responsibility of the position. Usual core hours are 8:30 a.m. to 5:00 p.m. with ½ hr lunch break, Monday through Friday. Extra time may be required to attend various evening meetings, weekend events and other functions.

WORKING CONDITIONS

A considerable amount of the work is performed in a normal office environment however some duties of the position also require portions of the work to occur outdoors in all weather conditions.

Operation of A.T.V.'s, snowmobiles, outboard motors/boats, canoes, chainsaws, brush-saws etc. is required.

Physical demands exist such as transporting materials and supplies, traversing and navigation of challenging landscapes and watercourses.

EDUCATION

Post secondary degree or diploma related to recreation, facility/land management and/or natural resources management, tourism and customer service and law enforcement.

On-going professional development related to municipal administration, recreation, natural resources management and law may be considered.

EXPERIENCE

Minimum of five (5) years of progressive experience with three (3) years of supervisory experience in managing multiple recreational lands, facilities, equipment and staff at the municipal level.

Experience in facility, campsite and trails management as well as horticulture, arboriculture, turf management and landscaping.

KNOWLEDGE AND SKILL

Excellent leadership, report-writing, communication, problem solving, financial/budgeting capability, administrative and organizational skills.

Ability to plan, schedule and review work of others in a manner conducive to proficient performance and high morale.

Excellent computer skills with proven proficiency in Microsoft programs (including but not limited to Word, Excel, Outlook, Power Point and Township-specific programs).

Sound practical knowledge of related legislation, policies, procedures, directives and guidelines affecting municipal parks, recreation and trails.

Ability to communicate effectively and deal with concerns, complaints and requests for information encompassing a variety of issues and people in problem situations in remote field locations, maintaining a constant awareness of personal safety at all times.

Politically astute, committed to customer service excellence, with firm knowledge in best practices.

Valid Class 'G' Ontario Driver's License with clean abstract.

IMPACT OR ERROR

Errors, incorrect judgment or otherwise, may result in serious legal or other repercussions to the Township.