

Town of Nipawin, Parks & Recreation Foreman – Full Time Permanent



Reporting to the Director of Parks and Recreation, the Parks & Recreation Foreman will perform duties as required in the following areas:

Under the direction and supervision of the Director of Parks and Recreation, the Parks and Recreation Foreman shall be responsible for the maintenance, upkeep, and general operations of Town owned recreation facilities and parks.

1. Shall be directly responsible for building, machinery, and general maintenance/operations of the following facilities/areas:
 - a. Centennial/Jubilee Arenas
 - b. Pool @ Central Park
 - c. Nipawin Skate Park
 - d. Parks, playgrounds, boulevards, including support buildings/amenities
 - e. Sport playfields, including support buildings/amenities, Tennis Courts
 - f. Mabel Hill, Woodlawn, Ravine Bank & Greek Orthodox Cemeteries
 - g. Assist with development/construction of new facilities, play fields, etc.
 - h. Assist with other Town owned facilities as may be required from time to time (i.e. Nipawin Evergreen Centre)
2. Responsible for general training and supervision of all Parks and Recreation Personnel (excluding Pool Program Staff, Programming Staff) including organizing daily and weekly time schedules and work plans, and overseeing work quantity, quality, etc.
3. Responsible for day to day scheduling of arenas after the yearly master ice schedule is determined.
4. Shall order supplies as required and within budgetary limits and/or assist the Director of Parks and Recreation with purchase of supplies, repairs, equipment, etc.
5. Shall assist the Director of Parks and Recreation with annual budgeting (items/equipment needed, costs, etc.).
6. Co-ordinate use of Town-owned equipment with other Foremen, Program Coordinator and Departments.
7. Provide written reports as may be required from time to time.
8. Maintain accurate records as required (ex. ice plant logs, arena air quality, weed spraying, meter readings, pool logs, and any other records as determined).
9. Report work plans weekly to the Director of Parks and Recreation.
10. Other duties as assigned.

Qualifications:

- Minimum Grade 12 or Equivalency
- Valid Class 5 Driving License
- Ability to work without supervision
- Ability to plan and implement daily/weekly work activities within the Parks and Recreation Department
- Able to deal effectively with the public
- Good oral and written communication skills
- Experience managing Recreation Facilities/Parks operations and demonstrated mechanical ability and knowledge of ice plant, ice arena, and swimming pool operations.

- Required Certificates: Refrigeration, Pool Operators, Landscape Applicator
- Related Experience or Workshops in Horticulture, Parks, Playfield Maintenance, etc. are considered an asset.

This posting will close Friday, August 30th, 2019 at 12:00 p.m.

Start date for this position will be a negotiated date satisfactory to both parties.

WAGE: Out-of-Scope wage ranges from \$70,385.76 to \$82,870.48
DRIVER'S LICENCE: Must have current Class 5 Driver's License
POLICE CHECK: The successful candidate will be required to complete a Police Record Check (working with vulnerable persons) prior to commencement of employment.

SUBMISSION OF APPLICATIONS/RESUMES

Applications/Resumes for the position described above will be accepted by the undersigned up to **Friday, August 30th, 2019 by 12:00pm**. (Only those considered for employment will be contacted).

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