



## **Internal / External Employment Opportunity Full Time - Permanent**

### **Recreation Operations Supervisor.**

#### **POSITION IDENTIFICATION:**

The Recreation Operations Supervisor will be the primary caretaker of the Gander Community Centre and Recreation Facilities. He/she shall be responsible for the operation and maintenance of the refrigeration plant and have all supervisory responsibilities for the unionized Parks and Recreation Staff.

#### **MAJOR DUTIES & RESPONSIBILITIES:**

##### **PLANT OPERATIONS**

- ▶ Operate and monitor computerized control systems and related equipment designed to efficiently support the mechanical systems of the Community Centre.
- ▶ Maintain system records and logs for the development and execution of a preventative maintenance program
- ▶ Analyse test results and instrument readings and make adjustments to plant equipment and systems as required.
- ▶ Knowledge of the legislation governing the operations of the HVAC, electrical, plumbing, and refrigeration systems.
- ▶ Perform routine mechanical repairs and maintenance duties on all systems.

##### **SUMMER OPERATIONS**

- ▶ Knowledge of landscaping and lawn maintenance programs.
- ▶ Establishment and management of a risk management program for all recreation facilities.
- ▶ Development of sport specific requirements for field design and setup.
- ▶ Co-ordinate work plans to effectively manage the needs of special event conversions within the Community Centre and other Town of Gander sponsored events
- ▶ Oversees the maintenance and development of playgrounds, opens spaces, and trail networks.

##### **SUPERVISION**

- ▶ Effective management and interpretation of the collective agreement.
- ▶ Development and arrangement of staff work schedules, and assignment of duties.
- ▶ Input in budget preparation and an understanding of working within the parameters of a budget.
- ▶ Employee evaluation, discipline, and recognition.
- ▶ Administration and adherence to the Occupational Health and Safety Program of the Town of Gander.
- ▶ All routine administrative, payroll, and activity logs associated with the Parks and Recreation Department's outside operations and all other duties as assigned.

#### **SPECIFICATIONS:**

**A) Formal Education:**

A post secondary course in Power Engineering, Mechanical Engineering, or Millwright.

**B) Experience:**

This position is technical in nature and the employee shall have a progressive background in the operation and maintenance of the sophisticated plant. This would include an understanding of plant maintenance and operations, ice productions, methods and systems for plant controls, and emergency response. Furthermore, a knowledge of landscaping and outside maintenance is an asset for the summer operations. This background is coupled with at least 5 years experience in the supervision of unionized workforce.

**C) Professional Study/Certification:**

Refrigeration B Certification through the Government Of Newfoundland and Labrador  
Department of Labor - Industrial Training Division.

**SALARY AND BENEFITS:**

The Town of Gander offers a complete salary and benefits package which is matched to the employees level of education and experience.

Interested applicants should supply an electronic resume and cover letter to the following e-mail address no later than September 22, 2006.

**Town of Gander**  
P.O. Box 280  
Gander, NL  
A1V 1W6  
Facsimile: (709)256-5809  
jobs@gandercanada.com