



Facilities Supervisor

The Town of Bradford West Gwillimbury's Community Services Department is seeking a highly energetic, motivated and organized individual to ensure the efficient operation and supervision of its leisure facilities. The position is primarily based out of the BWG Leisure Centre, which includes two NHL sized ice rinks, an aquatic centre, gymnasium, community program rooms and a comprehensive fitness centre, but also provides ancillary supervision of the Bob Fallis Sports Centre and the BWG Public Library.

Reporting to the Manager of Leisure Facilities, this position is responsible for overseeing the day to day operations of municipal leisure facilities including ice making/maintenance, pool water quality controls and ensuring the safe operation of building mechanical systems. The position will provide leadership to the facility operations team through mentoring and training as well as performing administrative tasks such as scheduling, payroll and performance evaluations. The individual will be responsible for working with the Manager on various tasks, including budget, staff recruitment and ensuring that all health and safety regulations are followed.

The successful candidate will have post-secondary education in recreation, facilities management or a related discipline with demonstrated experience in a municipal recreation environment, and supervisory experience in a unionized setting. Qualified candidates will possess both a Certified Ice Technician and Certified Pool Operator designation. A Refrigeration Operator Class B license is considered an asset. In addition, candidates will possess a Standard First Aid and CPR-C certification as well as training in safe propane handling. Candidates will have a thorough working knowledge of recreational facility maintenance, arena plant operations, ice making procedures, pool filtration systems and chemistry, HVAC systems, and the Occupational Health and Safety Act. The individual will be able to communicate effectively, professionally and courteously with all levels of staff, external contacts and the general public. Candidates must be able to promote a culture of inclusiveness and work with a diverse population of employees, participants, agencies and the public. This position requires the flexibility to work day and evening shifts, including weekends and holidays, and should expect to work primarily evening shifts throughout the week. In addition, the candidate must have the ability to travel to off-site locations when necessary and will be required to provide a Vulnerable Sector Screening upon hire. Candidates must be able to provide proof confirming receipt of the full series of a Covid-19 vaccine as a condition of hire in accordance with the Town's mandatory vaccination policy.

The position is based on a 40 hour work week and offers a salary range of \$75,512 to \$94,390 per annum (2021 rates) plus a competitive benefits package.

To explore this challenging opportunity further, we invite qualified applicants to forward their resume and covering letter in confidence, quoting file number **2021-FS10** by November 3, 2021 to:

Town of Bradford West Gwillimbury, Human Resources Department
125 Simcoe Road, PO Box 251, Bradford, Ontario L3Z 2A8
Fax: 905 775-8633 or email hr@townofbwg.com

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.