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## Supervisor – Sportsplex

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The Town strives for a culture focused on our values of being dedicated, helpful and knowledgeable. We are dedicated to providing a quality lifestyle to the residents of Olds. Recreational opportunities are available in a number of different facilities: Sportsplex, Skate Park, Aquatic Center, Splash Park and 350 acres of parks.

The Town of Olds has an opening for a full time Supervisor – Sportsplex. This position works in the Sportsplex year round, reporting to the Manager of Community Services. The position works as part of a team with the Facility Technician, the Facility Booking Attendant and other operators, to ensure the efficient operation of the facility. The incumbents will be responsible for the supervision of all aspects of the daily operation and, maintenance of the complex. The Supervisor – Sportsplex is responsible for supervision of other operators and interacts with user groups to create a positive experience for all patrons of the complex.

Winter duties include: installation of ice, ice maintenance, general cleaning, staff supervision, schedule review and duties required and related to an arena in operation. Summer duties include: staff supervision, schedule review, upgrades and maintenance of the facility based on operational and capital budgets and duties related to the facility being used for dry surface events such as lacrosse.

Qualifications: Grade 12 or equivalent, post secondary certificate or diploma in Recreation Facility Management or Recreation Administration, a valid Class 5 Alberta driver's license, a valid Standard First Aid/CPR certificate, basic building trade skills related to recreation facility maintenance. Five years municipal experience, two of which should be at the supervisory level. Candidates must also have the Alberta Association of Recreation Facility Personnel (AARFP) Level 2 Arena Operator course. AARFP – Facility Personnel Supervisory Skill for Facility Operators course and Arena Maintenance – Olympia course would be an asset.

Compensation is based on a 40 hour work week. Rotational Stand-by, weekends, day and night shift work are required. A criminal record check, including vulnerable sectors and a current drivers abstract will be required before an offer of employment will be made.

A detailed job description including specific qualifications can be found on the Town of Olds website at <http://www.olds.ca/employ.html>

Interested parties are invited to submit resumes outlining their qualifications, a criminal record check including vulnerable sector and a driver's abstract by January 25, 2019 to:

Human Resources  
Town of Olds  
4512 46 Street  
Olds AB T4H 1R5  
Fax 403.556.6537  
E-mail: [hr@olds.ca](mailto:hr@olds.ca)

**Town of Olds Job Description**

**JOB TITLE: Supervisor – Sportsplex**

**DEPARTMENT: Community Services**

**JOB REPORTS TO: Manager of Community Services**

**FUNCTION/PURPOSE:**

Reporting to the Manager of Community Services, the Supervisor – Sportsplex will be responsible for all aspects of the operation and maintenance of the Sportsplex, and related functions in an efficient manner. The Supervisor will work in the Sportsplex 12 months a year and contribute to the daily operation ensuring that recreational facilities are maintained in such a way as to ensure they are safe, clean and encourages appropriate public use for recreational activity. The incumbent will lead operational staff scheduling, ice making, and maintenance related activities. Customer service with external stakeholders is a critical aspect of this position. The incumbent will assist in the daily leadership and planning of workloads in relation to recreational facilities and amenities. This position is expected to be on-call and available on a rotating basis. Some evenings and weekends are required.

#	KEY RESPONSIBILITIES	(% time)
1.	<p><b>Technical</b></p> <ul style="list-style-type: none"> <li>• Respond and investigate customer inquiries and participates in resolving operational concerns.</li> <li>• Co-ordinate, assign and review the work of Operators.</li> <li>• Establish work schedules and procedures and co-ordinate activities with other work units or departments</li> <li>• Prepare and submit requested reports.</li> <li>• Requisition supplies and materials</li> <li>• Ensure smooth operation of the Sportsplex, the equipment and machinery within the building.</li> <li>• Arrange for maintenance and repair work</li> <li>• Ensures that recreational facilities are maintained in order to ensure safe, clean and appropriate environments for recreational activities.</li> <li>• Operates and maintains Sportsplex equipment in accordance with the manufacturer’s operator manuals, Occupational Health and Safety regulations and the Town’s safety policies.</li> <li>• Oversees the operation, maintenance, public safety and security of Sportsplex.</li> <li>• Performs custodial duties and ongoing facilities maintenance as required</li> <li>• Maintains the Sportsplex to acceptable standards through use of best practices.</li> <li>• Respond and investigate customer inquiries and participates in resolving operational concerns.</li> <li>• Develops and maintains operational guidelines including facility operating manuals, policies and procedures, standards for materials, supplies, equipment and services.</li> <li>• During the off season this position will coordinate and perform maintenance of the facilities.</li> </ul> <p><b>Decisions:</b></p> <ul style="list-style-type: none"> <li>• In conjunction with the Facilities Technician, decides frequency of maintenance, and institutes operation and maintenance changes to ensure efficiencies of operation.</li> <li>• Develops and proposes recommendations for new policies and policy changes for the Sportsplex.</li> </ul> <p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li>• Develops and proposes recommendations for new policies and policy changes as impacting recreational facilities and amenities.</li> <li>• Recommends retrofits and upgrades to facility equipment, mechanical, electrical and other systems, to take advantage of innovations and new technology including</li> </ul>	80%

	project priorities for the Infrastructure Maintenance, Capital and Equipment Replacement Plans.	
2.	<b>Budget</b> <ul style="list-style-type: none"> <li>Assist with operating budgets and provides input to the Manager on capital expenditures required in Sportsplex.</li> </ul>	5%
3.	<b>Supervision and Projects</b> <ul style="list-style-type: none"> <li>Provide leadership and supervision to staff when working in the Sportsplex related projects and daily maintenance.</li> <li>Take lead role in special projects related to arena.</li> <li>Focuses on effective team building, conflict resolution, and reaching consensus for best results, mentoring and coaching employees.</li> <li>Ensure completion of required performance appraisal, resolve and document work related issues</li> <li>Ensures that the duties and responsibilities of the staff are effectively and efficiently carried out.</li> <li>Hire and train staff in job duties, safety procedures and company policies</li> </ul> <b>Decisions:</b> <ul style="list-style-type: none"> <li>Coordinates and communicates work schedules. Applies discipline when required in accordance with municipal policy.</li> <li>Determines priorities, in conjunction with staff, and delegates work activities and tasks to team members.</li> </ul> <b>Recommendations:</b> <ul style="list-style-type: none"> <li>Provides input to the Manager</li> </ul>	10%
4.	<b>Communications, Public Relations and Marketing</b> <ul style="list-style-type: none"> <li>Establishes effective working relationships with community and user groups, including community organizations, internal and external stakeholders and businesses in order to develop ongoing partnerships for development and use of the Sportsplex.</li> </ul>	100%
5.	<b>Risk Management &amp; Safety</b> <p>It is the responsibility of the Town of Olds employees to take care to ensure their own safety and the safety of others, to know and follow all safety and health instructions, rules, regulations and safe work procedures and to report any unsafe or substandard condition or act as soon as possible to the employer.</p> <ul style="list-style-type: none"> <li>Ensures risk management and safety programs are in place for employees working in the section and for members of the public using facilities and amenities, that are consistent with Town standards and policy as well as provincial and federal legislation.</li> </ul>	100%

**QUALIFICATIONS, KNOWLEDGE, SKILL & ABILITY REQUIREMENTS:**

**Education:**

- Grade 12 or equivalent
- Post-secondary certification or diploma in Recreation Facility Management or Recreation Administration
- Valid Class 5 Driver's License, First Aid/CPR and WHMIS Certificate.
- Alberta Association of Recreation Facility Personnel Arena Operator Level 2 Course
- Alberta Association of Recreation Facility Personnel Arena Maintenance – Olympia Course
- Alberta Association of Recreation Facility Personnel Supervisory Skill for Facility Operators

**Experience:**

- 5 years municipal experience, 2 of which at the supervisory level.
- Ability in recreational facility practices such as ice making, and physical plant operation,
- Basic trade's skills associated with recreation facility maintenance.
- Ability to perform maintenance and repairs to municipal equipment in order that equipment is available, reliable and safe to operate including cleaning, lubrication and other repairs on small machinery.

An equivalent combination of education and experience may be considered to meet the requirements of the position

**Competencies:**

- Ability to communicate effectively with public, supervisors, and other staff, and to foster positive work relationships.
- A high degree of personal initiative.
- Proficiency with computer software applications (Windows, MS Office, Book King)
- Ability to work with a minimum of supervision.
- The ability to supervise, direct and lead others
- Knowledge of methods, materials and equipment used in performing routine maintenance and construction tasks.
- Remains current in all certification required for the position and pursue continuous learning
- Ability to operate safely and efficiently, all gas and diesel fuelled arena hand and power equipment and arena ice resurfacing machines

**Working Conditions:**

The job is in an environment where there is continuous or on-going exposure to adverse working conditions (noise, cold, heat, equipment operation; with moderate to significant risk, intensity or duration.

- Working inside in extremes of hot or cold temperatures.
- Working in areas of poor air quality (dust, pollen etc.).
- Noise from equipment and power tools
- Some nighttime operations
- On call duties as determined by rotation of responsibility within the section and the organization.
- Deals with public concerns and views on the provision of service.

Identified job hazards: Hazards as outlined on the Hazard Identification & Assessment Worksheet in the Sportsplex Safe Work Procedure and Hazzard Assessment binder.

<b>DIRECTLY REPORTING TO THIS JOB ARE:</b> 4 FTE's year round, 8 FTE's during winter.	<b>NOC CODE:</b> 6722, 6316
<b>Wage Grid:</b> Operations 4 <b>Incumbent Signature:</b> <b>Date:</b>	<b>Supervisor Signature:</b>  <b>Date:</b>