



Supervisor of Parks and Facilities

The Opportunity

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

The Portfolio

Reporting to the Manager of Parks and Facilities of the Community Services Department, the Supervisor of Parks and Facilities is responsible for overseeing the daily operations, maintenance, and improvement of municipal parks, municipal facilities, and public grounds. This position ensures that all facilities and parks are safe, clean, and well-maintained, while supervising a team of operations staff. Coordinating work schedules, project planning, and resource allocation is part of this role. The Supervisor works closely with the Community Services team, community stakeholders, user groups, contractors, and vendors to support the development and enhancement of public spaces. This role also involves budget management, compliance with safety regulations, and promoting environmental sustainability in parks and facilities operations.

The Candidate

As a candidate for this position, you have a post-secondary diploma or degree in Architectural Technology, Building Sciences, Construction Engineering, Facilities Management, or a related field is required. Additionally, certifications from the Ontario Recreation Facilities Association (ORFA), such as Certified Ice Technician (CIT), Certified Building Technician (CBT), and/or completion of the Legal II Course, are preferred.

You also have at least five (5) years of progressive experience in parks and facilities operations, including maintenance, construction, and facility management. Along with a minimum of three (3) years in a supervisory and leadership role with experience managing crews, contractors or vendors, preferably in a municipal setting.

Working for the Town of Grimsby

The Town of Grimsby offers candidates for this position a competitive employment package that includes an annual salary between **\$83,558 and \$101,662** (2025 rates) and a comprehensive benefits plan. The hours of work for this position are 7:00 AM to 4:00 PM.

The Town supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees and flexible working arrangements.

How to Apply

If you are excited by this opportunity, we are excited to hear from you!

We invite you to submit your application to hr@grimsby.ca by **June 5, 2025 at 4:30 PM**. Please quote the posting number in the subject line. A full job description can be found below.

Posting #: 33-2025

We thank all applicants for their interest, however only those selected for an interview will be contacted.

The Town of Grimsby is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Office of Human Resources, hr@grimsby.ca if you need assistance.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.



JOB POSTING

Supervisor of Parks and Facilities

Community Services Department

Duties and Responsibilities:

1. Staff Management (30%)

- 1.1 Responsible for planning, scheduling and prioritization of daily work of the operations team, including equipment and resource planning.
- 1.2 On-site, daily supervision of all work within the division including training, work task instructions, balancing workload requirements and coordination of staff.
- 1.3 Oversees all contract work and supervision of staff in completion of daily functions in a safe and efficient manner that is properly documented.
- 1.4 Responsible for coordinating and delivering staff meeting, staff interviewing and training.
- 1.5 Evaluates employees' performance, provide recommendations for advancement and training and make recommendations for employee position promotions.
- 1.6 Ensures that work procedures are kept current and that all staff have been properly trained with regards to health and safety and on the job training as it relates to their position, this includes the proper and consistent use and maintenance of the required personal protective equipment.
- 1.7 Responsible for overseeing and coordinating the departments after hours on call schedule.

2. Parks Management (25%)

- 2.1 Coordinates parks property and amenity inspections, maintenance and project work.
- 2.2 Supervise and oversee construction/renovation contracts for park projects within the department's budget.
- 2.3 Inspections of specialty equipment; fleet emission tests, fork and scissor lifts maintenance irrigation system, pool and splash pad startups and shutdowns.
- 2.4 Purchase and oversee materials, supplies and maintenance program for parks and open space trees.
- 2.5 Coordinates tree inspections, planting and maintenance programs for parks and open space trees.
- 2.6 Recommends to the Manager future capital/budget items for repair, replacement or removal.
- 2.7 Coordinate and supervise external contracts for the Corporation such as grass cutting, irrigation and portable washrooms.

3. Facility Management (25%)

- 3.1 Coordinates facility inspections, routine maintenance and project work for all facilities assigned to the department.

- 3.2 Provides facility training to staff, including proper work procedures and operations of facility related equipment.
- 3.3 Supervise and oversee construction/renovation contracts for facility projects.
- 3.4 Coordinates inspections and implementation of specialty equipment, emission testing, TSSA required ice plant maintenance, ice painting, all floor and gate inspections and maintenance, fire cord required maintenance (alarm and emergency lighting).
- 3.5 Ensures compliance with regulatory requirements and standard operating procedures such as TSSA requirements, public health requirements and ice maintenance standards.
- 3.6 Coordinate and supervise external contracts for the Corporation such as ice refrigeration plant contract, cleaning services, and pest control.
- 3.7 Recommends future budget items for repair, replacement or removal.

4. Customer Service (10%)

- 4.1 Works to maintain effective and co-operative exchanges of information to other staff, municipalities, government agencies, other organizations, members of the public etc.
- 4.2 Works as a liaison with all contacts in a courteous, friendly and efficient manner to promote a high standard of public relations at all times.
- 4.3 Resolves public requests and inquiries, replies promptly and correctly.
- 4.4 Attends and participates in facility and maintenance staff meetings and related activities.
- 4.5 Attends and participates in workshops, conferences, and classes to increase professional knowledge.

5. Administration (10%)

- 5.1 Oversees day-to-day administration of related items within the Document of General Working Conditions.
- 5.2 Completes documentation of maintenance records, HR input, timesheets, CVOR/HOS, shift duties, daily duties, purchase orders, quotes, locates and traffic plans.
- 5.3 Maintains an inventory of supplies for Parks & Facilities.
- 5.4 Maintains and coordinates the Computerized Maintenance Management System (CMMS) for parks and facilities, including scheduling of inspections and work, documentation in the system and managing work orders and requests.
- 5.5 Prepares, receives, verifies, codes and authorizes the payment of invoices for approval by the Manager of Parks and Facilities.
- 5.6 Coordinates staff scheduling and vacation booking.
- 5.7 Completes data entry of staff information into various databases as required.
- 5.8 Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures and guidelines.
- 5.9 Respond to after-hours issues as required including support to the staff team, deployment of staff resources and deployment of contract services as required.
- 5.10 Other relates duties as assigned.

The successful candidate will possess the following:**Education**

- Post-secondary diploma or degree in Architectural Technology, Building Sciences, Construction Engineering, Facilities Management, or a related field.
- Certifications from the Ontario Recreation Facilities Association (ORFA) such as Certified Ice Technician (CIT), Certified Building Technician (CBT), and/or Legal II Course, are preferred.

License, Registration and Training

- Basic Refrigeration Certification
- Standard First Aid and CPR Training
- Valid Driver's License (G)
- Must obtain a Satisfactory Police Record Check (Vulnerable Sector) upon employment

Experience

- Minimum of five (5) years of progressive experience in parks and facilities operations, including building and grounds maintenance, construction, and facility management.
- Three (3) years supervisory or leadership role.
- Proven experience managing work crews, contractors, or vendors in a unionized and/or municipal environment.
- Experience in project management.
- Demonstrated experience in capital and operating budget preparation and project management for parks or facility improvements.

Knowledge/Skills/Abilities

- Strong knowledge of municipal parks and facility operations, including parks and properties maintenance, playground inspection, and building systems (HVAC, electrical, plumbing).
- Knowledge of relevant legislation and safety regulations including such as Occupational Health and Safety Act (OHSA), WHMIS, TSSA, ESA, Building Code, Fire Code, and municipal by-laws.
- Familiarity with environmental sustainability practices in parks and facility management.
- Understanding of procurement processes, contract management, and vendor relations.
- Working knowledge of construction principles including worksite safety and roles of trades.
- Strong leadership and team-building abilities, with experience motivating and directing staff in a multi-site operation.
- Possess people management skills including coaching, problem solving and conflict resolution
- Excellent organizational and project management skills with the ability to manage competing priorities and deadlines.
- Effective communication (written and verbal) and interpersonal skills for working with staff, stakeholders, the public, and contractors.
- Sound decision-making and problem-solving skills, particularly in high-pressure or emergency maintenance situations.

- Intermediate knowledge of computer programs and software, including word, excel and outlook, as well as knowledge of databases, maintenance management system, building automation systems and inspection documentation programs.

A combination of relevant education, experience, and training may be considered.