



Parks & Recreation Lead Hand

Date: January 29, 2025

Job Posting: **Parks & Recreation Lead Hand**

Location: Bobby Orr Community Centre: 7-17 Mary Street, Parry Sound ON

Located amidst the 30,000 islands of Georgian Bay and a 2.5-hour drive north of Toronto, the Town of Parry Sound offers an exceptional quality of life.

Reporting to our Manager of Parks & Recreation, joining our team in the **Public Works Department as our Parks & Recreation Lead Hand.**

Highlights:

Program & Facility Supervision:

- Assist in organizing and delivering recreation programs.
- Supervise and maintain recreational facilities under the Manager's direction, ensuring compliance with policies.

Maintenance & Safety:

- Conduct inspections, repairs, and maintenance adhering to Parks and Recreation standards.
- Ensure safety, cleanliness, and adherence to Occupational Health, Safety, Fire and other applicable regulations.

Emergency & Risk Management:

- Respond to emergencies.
- Manage risk through inspections and record-keeping.

Staff Supervision & Administration:

- Supervise Parks & Recreation employees including seasonal staff.
- Coordinate work schedules and ensure compliance with corporate standards.

Budget & Compliance:

- Participate in budget planning, recommending equipment purchases, and ensuring legislative compliance

Other Duties:

- Execute additional tasks per the Director of Public Works and the Parks & Recreation Manager's direction



Parks & Recreation Lead Hand

*This position requires a strong focus on facility operations, staff management, safety adherence, and administrative duties.

Education, Experience, Knowledge, Skills:

- Completion of secondary school or equivalent.
- Three to five years' experience is required.
- CPR/First Aid.
- ORFA Certified Ice Technician (CIT).
- ORFA Certified Grounds Technician.
- Understanding of horticultural, arboricultural best practices.
- Organizational, operational and supervisory familiarity with applicable legislation.
- Sound understanding of supervisory responsibilities as required by the OHSA, OLRA and other impacting legislation, including satisfying the competent person criteria.
- Strong computer skills.
- Valid "G" drivers license (Must provide a record of MTO Drivers Abstract) and ability to competently operate all parks maintenance related equipment.
- Ability to work with tact and discretion in a political environment.
- Good knowledge of record keeping and budget control procedures.
- Public profile requires initiative, good communication and public relations skills.
- Willingness to complete course upgrading and certification as may be necessary to meet changing legislative and/or organizational requirements for position responsibilities.

Note: The above statements describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.

Compensation:

This is a unionized permanent full-time position, with a 2025 rate of \$30.70/hour. Subject to a successful five-month probation period, the wage will rise to \$33.72/hour. The successful candidate will also be eligible for the OMERS Pension Plan and competitive benefits package.

Hours of Work:

40 hours per week - Four (4) ten hours per day - Monday- Friday.



Parks & Recreation Lead Hand

Application Process:

Interested candidates may submit a cover letter and resume by **4:00 p.m. February 13, 2025**, under the subject line, “**(your name) - Parks & Recreation - Lead Hand**” to: Pamela Langevin, Human Resources Manager at pamela.langevin@parrysound.ca.

We thank all applicants for their interest. We will only contact those applicants selected for an interview.

Accessibility:

The Town of Parry Sound is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodation will be provided in all parts of the hiring process as required under the Town of Parry Sound Recruitment Policy. If you require accommodation, we will work with you to meet your needs.

Privacy:

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.