



TOWN OF REDCLIFF

“Greenhouse Capital of the Prairies”

The Town of Redcliff, a thriving horticultural and industrial based community of approximately 5500 progressive residents, with excellent recreation facilities, presently has the following position available with the Planning and Operations Department.

Facilities, Parks, and Procurement Manager **(Full-time – 40 hours per week)**

Under the direction of the Planning and Operations Director, this position will support the Planning and Operations division with a variety of administrative tasks, as well as overseeing multiple projects. You will be responsible for the general management of the parks and facilities department. The position will maintain a close liaison with other departments within the municipality.

Major Responsibilities:

Operational

1. Coordinate the maintenance, construction, and repair of municipal recreation facilities, buildings, parks, and properties.
2. Perform inspections, preventative maintenance, and risk management activities at various municipal recreation facilities, buildings, and parks.
3. Manage projects associated with municipal parks and facilities.
4. Collect and maintain data, records, and documents related to his/her area of responsibility.
5. Provide input on budgeting/monitoring budget.
6. Manage functional work of the team they are leading.
7. Ensures prompt and appropriate handling of requests, inquiries, or concerns raised by the public including follow-up reports as required.
8. Assist with other duties related to the operation of the Operations and Planning Division as required.
9. Must maintain a close liaison with the Town of Redcliff staff in other departments.

Qualifications:

1. Must have and maintain a valid Class 5 Alberta Driver's License
2. Must obtain a college/university diploma in a related field.
3. Must have 10+ years' experience in a related field
4. Relevant education, training and/or experience in municipal operations.
5. Must maintain knowledge of all Municipal policies, and Provincial and Federal compliance legislation.
6. Experience that demonstrates the ability to work in a team environment, shows self-motivation, and demonstrates sound judgement and decision-making abilities.
7. Must demonstrate strong public relations and customer service skills.
8. Must be willing and able to upgrade skills or qualifications as necessary to meet the changing requirements of the position.

9. Must have demonstrated ability to manage and coordinate staff and related resources effectively.
10. Direct experience in a project management capacity, proven experience in strategic planning, risk management and change management.
11. Knowledge of construction safety procedures and awareness of Occupational Health and Safety legislation.
12. Must be in good physical condition and may be required to successfully perform a physical ability test.
13. Must have an expert level of understanding of relevant subject matter.
14. Must have the ability to plan, organize, delegate, and negotiate.
15. Must have the ability to make important operation decisions with minimal oversight.
16. Must have the ability to work diligently within Town policies and procedures.
17. Must have good written and verbal communication skills and the demonstrated ability to deal with positive results. Ability to think critically analyze complex situations and recommend course of action. Must have the ability to influence and lead while maintaining positive stress tolerance.
18. Must be able to demonstrate satisfactory ability to operate a variety of equipment that is utilized in a municipal operations environment.
19. Proven ability to prepare accurate cost estimates, budget related data, and project management documentation.
20. Knowledgeable in purchasing/procurement regulations and processes and have a high level of proficiency in writing accurate specifications for tendering documents.
21. Must have work or personal experience that would demonstrate the ability to work independently and unsupervised, show self-motivation, and to demonstrate sound judgement and decision-making abilities.
22. Ability to take initiative to identify and resolve problems.
23. Ability to lead a team and build positive working relationships with both internal and external stakeholders.
24. Ability to manage time effectively, does not get stressed in tense situations, and to work within tight time frames.
25. Acceptable drivers abstract.
26. Acceptable criminal record check.

Salary range for this position will be \$70,104.75 to \$85,561.25. The Town of Redcliff also offers an attractive benefits package and participation in its pension plan.

Interested individuals are invited to submit, in confidence, a resume listing their qualifications, experience, education, and references by July 15, 2022.

For more information, please visit <https://redcliff.ca/employment/>.

Resumes must be clearly marked with the position you are applying for and forwarded to:

Attention: Human Resources
Town of Redcliff
Box 40
Redcliff, AB
T0J 2P0

Resumes will also be accepted by fax at (403) 548-6623 or email at hr@redcliff.ca.