



DEPARTMENT OF RECREATION AND COMMUNITY SERVICES

EMPLOYMENT OPPORTUNITY

Facilities & Parks Supervisor

Are you looking for a challenging job with lots of variety? The position of Facility and Parks Supervisor reports directly to Director of Recreation and Community Services and supervises all recreation facility maintenance staff. In addition to working in partnership with the Public Works on asset maintenance, this position also has responsibility for staffing decisions, customer service function, administration, purchasing, janitorial & facility maintenance, capital project and maintenance plan budgeting, budget prep and implementation, and implementation of maintenance program needs.

Duties & Responsibilities:

- Provides building supervision and facilities maintenance overall for recreation infrastructure and assets, directly and through the staff this position supervises.
- Coordinates asset and infrastructure upkeep and maintenance for all Town assets with the Public Works department staff, and ensures preventative maintenance through a planned, proactive approach.
- Undertakes administrative oversight and coordination for the community services facility maintenance responsibilities.
- Supervises and supports staff positions. Ensure the safety and well being of staff.

Desired Qualifications:

- Completion of Journeyman certification in one or more of the following disciplines: : electrical, plumbing, gas fitting, HVAC, or refrigeration or equivalent. Boiler inspection certification would be considered an asset.
- A minimum of five years' experience in facility management is preferred.
- Supervisory and administrative experience required.

Job Knowledge Requirements:

- Basic knowledge of preventative maintenance and operation of recreation facilities.
- Knowledge of maintenance of plumbing and heating systems including boiler inspection and repair.
- Knowledge of ice making and maintenance procedures.

**** Wage range is from \$43.04 – 56.78 depending on experience.**

Please submit a detailed resume and cover letter to the Town of Hay River via email indicating the position you are applying for in your cover letter.

For a job description on this position, please look for our job opportunities page at www.hayriver.com

For additional information please contact:

Town Office

Phone: 867-874-6522

Email: humanresources@hayriver.com

Open until September 12, 2025