

**Job Description**  
**Recreation and Facilities Coordinator**

<b>Position:</b> Recreation and Facilities Coordinator	
<b>Reports To:</b> Director of Recreation and Facilities	<b>DATE:</b> October 4, 2023
<b>This Position Is:</b> <input type="checkbox"/> New <input type="checkbox"/> Existing <input checked="" type="checkbox"/> Revised	

**Job Summary:**

Reporting to the Director of Recreation and Facilities, the Recreation and Facilities Coordinator provides confidential and front-line administrative assistance to the Department of Recreation and Facilities. This position also completes operational maintenance tasks and coordinates small projects within the Recreation and Facilities department and is responsible for completing the duties of the 911 Coordinator.

**Duties and Responsibilities:**

**Recreation and Facilities:**

- Oversees primary telephone and email reception for the Recreation and Facilities department and responds to inquiries and redirection of calls if needed.
- Answers inquiries and makes appropriate referral of questions if required.
- Responsible for creation of Recreation and Facilities' portion of spring/fall newsletters and information brochures.
- Responsible for clerical support to the department for correspondence, documents, procedures, guidelines, memorandums, reports, or other.
- Assists with resolving problems and complaints relating to the Recreation and Facilities department.
- Ensures that requests received for service are dealt with in a timely manner or forwarded to the appropriate staff person.
- Responsible for maintaining various databases either by a computer software program or a written log system.
- Maintains all Recreation & Facilities files in accordance with the Records Retention By-law.
- Drafts and composes letters, reports and memos including those of a highly confidential nature.
- Schedules appointments and meetings, books conferences/workshops, and makes travel arrangements as required for department staff.
- Attends and participates in meetings and takes minutes and maintains a database of action items for the department.
- Assists in the development and implementation of departmental policies and procedures.
- Assists in the development of procurement documents and implementation.
- Maintains the Recreation and Facilities Safety Data Sheet database.
- Maintains the Recreation and Facilities health and safety action item database.
- Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

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- Prepares, inputs, and files inspection reports of municipal facilities, 911 requests, health and safety inspection forms, and water sampling forms for completion.
- Conducts product, service, and program research.
- Maintains and updates pages on website for the department.
- Reviews and codes invoices for the department.
- Conducts maintenance beautification of the parks, beaches, gardens, and inactive cemeteries by providing regular grass cutting, clean up, tree care, weeding and watering as directed by the Director.
- Conducts basic building maintenance activities such as changing light bulbs, screens of faucets, drywall, painting, minor construction, etc. as directed by the Director.
- Evaluates problematic building systems and determining solutions and necessary resources.
- Operates a variety of equipment, including but not limited to a lawnmower, excavator, and skid steer.
- Operates a variety of hand and power tools.
- Ensures public safety by following safety procedures and eliminating hazards on all Municipal properties.
- Other duties as assigned or required.

### **Civic Addressing Coordinator:**

- Receives civic addressing requests from the public in the form of a completed application form.
- Forwards the request for payment to the finance department for collection.
- Assesses the subject property, adjacent properties, and road ranges to determine an appropriate address for installation.
- Manages 911 addressing corrections and updates requiring use of GPS equipment, GIS, Excel, etc.
- Verifies and updates existing addresses.
- Ensure Keystone, MPAC, and the County of Peterborough have correct addressing information.
- Reviews the addressing system, by-law, and procedures, and process for consistency, accuracy, and efficiency and makes recommendations to the Director of Recreation and Facilities.
- Maintains addressing supplies inventory including posts, blades, decals, and tools and makes recommendations to the Director for purchases and budgeting.
- Creates a schedule for inspecting Fire Route sign location and condition in order to maintain a highly visible system of labelling private roads and carries out these inspections.
- Other duties as assigned or required.

### **Qualifications:**

- Minimum two (2) years post-secondary diploma in a related field such as business administration, environmental sciences, or recreation management.
- Minimum three (3) years of experience demonstrating strong administrative and organizational skills.

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- Demonstrated experience using Geographic Information System (GIS) applications.
- Chainsaw Operator Certification is considered an asset.
- First Aid/CPR Level C.
- Excavator, skid steer, or tractor loader backhoe safe operator certificate is considered an asset.
- Working at Heights training is considered an asset.
- Knowledge of the Occupational Health and Safety Act.
- Basic knowledge of Ontario Building Code, Fire Code and Municipal By-laws.
- Must have, and maintain, a valid class "G" driver's license with a clean driver abstract.
- Knowledge of parks & recreation, programs, and facilities.
- Knowledge of building and landscaping maintenance and construction.

#### **Key Competencies:**

- Excellent organizational and administrative skills, demonstrating attention to detail and accuracy.
- Excellent research skills, exercising out-of-the-box thinking.
- Demonstrated time-management skills with the ability to prioritize workload and meet deadlines effectively with minimal supervision.
- Capable of developing and maintaining databases for inventory and invoice purposes.
- Proficient with Microsoft Office and Adobe Pro.
- Excellent analytical, interpersonal, and public relations, written and oral communications.
- Demonstrated ability to analyze a process or task and determine the most efficient method to complete.
- Ability to multi-task with frequent interruptions in a dynamic workplace.
- Ability to meet deadlines.
- Familiarity with a variety of office equipment.
- Proven experience in dealing with the public in a customer service focused position.
- Proficient with the use of various hand and power tools, small engine equipment, pick-up trucks, trailers, skid steers, excavators, tractor-backhoes.
- Experience evaluating problematic building systems and determining solutions and necessary resources.

#### **Health and Safety:**

All Employees are responsible for being aware of, understanding and following Occupational Health and Safety regulations by taking reasonable precautions to protect themselves and fellow workers from health hazards and unsafe situations. Employees are required to follow any Health and Safety policies and procedures established by the Municipality.

#### **Supervision:**

This position does not require the incumbent to supervise or direct the work of others.

#### **Contacts:**

Internal: Has contact with all employees and Council.

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External: Has contact with the public, other Municipalities, private businesses, lawyers, real estate agents, mortgage companies, delivery persons, volunteers, contractors, persons at other municipal buildings and all levels of government.

#### **Work Environment:**

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodation may be made to enable people with disabilities to perform the essential functions of the job.

- Typical office environment conditions with frequent travel outside the office to other municipal buildings as well as regularly working outdoors, potentially in temperature extremes and less than desirable conditions.
- Occasional travel to attend meetings/conferences/seminars.
- Works in an environment that is subject to interruption and demands accuracy, attention to detail and multi-tasking.
- Tasks are somewhat diverse, and some interpretation is required.
- Work is confidential in nature and requires discretion.
- 40-hour work week and may require occasional overtime.
- Works within the administrative policies and procedures of the Municipality.
- Requires general understanding of the public's needs.
- Occasionally required to deal with minor conflicts/complaints.

#### **Physical Demands:**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing the responsibilities of the job, the employee is required to talk and listen. The employee is often required to sit for long periods of time and use their fingers for typing. Simple, easy muscular movements and limited intricate or repetitive tasks. Typical activities include lifting (minimum 50 lbs.), reaching, sitting, standing, walking, climbing ladders, considerable visual attention to details. This job has limited capability to control interruptions and pace of work.

#### **Impact of Error:**

- Improper exercise of tact could cause confidentiality problems and negatively affect the Municipality.
- Misinformation to the public could have a negative and/or legal impact.
- Financial impact could occur if accuracy is not a top priority.
- Errors could result in wasted financial or human resources, legal action, and embarrassment for the Municipality.

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This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

I have read the job description and understand the job requirements of this position and the expected standards of performance.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date