



Job Description

Assistant Facility Manager

*Nelson & District Community Complex
Regional District of Central Kootenay*

TITLE OF IMMEDIATE SUPERVISOR: Facility Manager

TITLE OF IMMEDIATE SUBORDINATES: Assistant Recreation Services Supervisor, Head Lifeguard, Head Instructor, Head Fitness Leader; Operations Supervisor and CSR3

DEPARTMENT: COMMUNITY SERVICES

SUMMARY OF POSITION:

The Assistant Facility Manager supports the Facility Manager to achieve strategic objectives and to ensure the safe, efficient and effective operations of the Nelson & District Community Complex (NDCC) facilities and programs.

The Assistant Facility Manager acts with delegated authority from the Facility Manager in specific areas as required to operate the facility efficiently and effectively. This position provides operational support to the Facility Manager and leadership for the supervisory team as needed, including when the Facility Manager is unavailable. They are also expected to exercise sound judgment within delegated authority and align service delivery with the approved budgets.

ROLE AND RESPONSIBILITIES:

1. As delegated by the Facility Manager, and/or in their absence, act as the main authority at the NDCC for operational decisions.
2. Provides direct supervision to direct reports and to other leaders as required and as delegated. Is responsible for all aspects of employee leadership, including recruitment, training, discipline, performance evaluations and employee development
3. Assists the Facility Manager to guide, direct and support facility staff and contractors in accordance with RDCK policy, procedure and relevant labour agreements
4. Liaises with the regional programs team to ensure the NDCC programs and services are planned, staffed and executed effectively and efficiently.
5. Liaises with regional recreation supervisors to ensure regional service delivery models are standard and consistent.
6. Leads in the development, implementation and maintenance of the Occupational Health and Safety programs at the NDCC and ensures all on-site activities comply with WorkSafe BC regulation, RDCK Occupational Health and Safety policies and procedures
7. Participates as an Employer Representative on JOHSC and Labour Management Committees
8. Acts as first point of contact in situations at the NDCC requiring escalation and immediate attention, including but not limited to health and safety issues

9. Assists NDCC Leadership team to project manage a variety of facility initiatives to ensure completion
10. Provides recommendations to the Facility Manager on improvements and additions to standard operations including program and system improvements, work methods, repairs and procedure changes
11. Advises the Facility Manger of tender and proposal requirements, budget requirements, cost estimates for projects and capital works and other matters as required
12. Acts as an advisor to all staff on issues related to services and supply contracts
13. Supports the NDCC Leadership team to adhere to and effectively manage budgets through guidance, advice and training
14. Supports the NDCC Leadership team to effectively leverage staffing through scheduling best practices; reviews and approves timesheets for functions that report to her for submission to payroll
15. Responds to inquiries, provides technical assistance and investigates and resolves complaints with external stakeholders including members of the public, non-government organizations, private companies and other government agencies in a tactful, concise and appropriate manner
16. In partnership with Human Resources, provides guidance and support to facility staff on Collective Agreement interpretation related matters, grievances and disciplinary issues
17. In accordance with RDCK Purchasing Policy, reviews and approves contractor and supplier invoices submitted to the RDCK for payment
18. Assists in planning and implementation of capital projects at the NDCC
19. Performs other duties as required

REQUIRED QUALIFICATIONS

- Post-secondary degree in Recreation Management or a related discipline
- A minimum of three (3) years experience, including at least two(2) at the supervisory level
- An acceptable combination of education and experience may be considered.
- Experience working in a unionized environment is a definite asset
- Previous contract administration experience
- Valid BC Driver`s License and a satisfactory Drivers Abstract
- Satisfactory Criminal Record

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated ability to lead and motivate a team and to provide direction, coaching, guidance and discipline as required
- Ability to establish and maintain professional working relationships with external stakeholders including contractors, consultants, developers, external agencies, elected officials, staff and the general public
- Ability to establish and maintain relationships with user groups.

- Ability to represent the RDCK in a professional manner, exhibiting maturity, tact and discretion in all matters
- Considerable knowledge of the operation, procedures and practices used in recreation management
- Operational knowledge of WorkSafeBC regulations

- Ability to coordinate activities with staff, contractors, consultants and the public
- Demonstrated ability to develop and maintain strong relationships
- Ability to navigate political and cultural sensitivities
- Demonstrated ability to deal tactfully and effectively with the public
- Demonstrated ability to plan, monitor and maintain budgets
- Strong commitment to workplace and public health and safety and risk management
- Professional verbal and written communication skills
- Ability to work independently and in a consultative, team work environment
- Proficiency using Microsoft Office with experience using databases and spreadsheets
- Demonstrated ability to meet various deadlines in a constantly changing service environment
- High degree of resourcefulness, creativity, flexibility, and adaptability
- Proven ability to plan, set and achieve goals
- Commitment to the RDCK values: Health and Safety, Integrity, Accountability and Respect

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date