

Arenas Operations Supervisor

Town of Quispamsis



The Opportunity

Reporting to the Arenas Operations Manager, the Arenas Operations Supervisor will play an important role in overseeing and managing the day to day operations of the Town's arenas and pool. The incumbent will be the technical lead and responsible for the efficient and effective operation of the qplex, a multi-purpose facility, and the Quispamsis Memorial Arena.

Key Responsibilities

- Oversee the daily maintenance and operation activities of the qplex and Quispamsis Memorial Arena recreational facilities including the qplex exterior pool;
- Assist in the planning, supervision, maintenance, capital projects and operations of both facilities;
- Assigning work, monitor performance and coaching staff members to the achievement of the defined standards;
- Creating a motivating work environment that encourages self-assessment, continuous learning and improvement, achievement and accountability;
- Ensuring controls, standard operating procedures and processes are implemented and are in compliance with, Town policies and safety;
- Enhance policies, procedures on a continuous improvement basis to ensure operational initiatives incorporate Town's Vision.

Essential Qualifications:

- Post-secondary education in an engineering-related field with well rounded understanding of electrical, mechanical and civil;
- Minimum of 5 years progressive relevant experience;
- The candidate must be familiar with a unionized environment and current on Occupational Health and Safety Regulations;
- Demonstrated supervisory ability;
- Ability to promote and foster effective teamwork, and establish excellence in customer service-oriented environment;
- Strong relationship building skills, ability to work with internal and external stakeholders;
- Proficient in the use of MS Office (i.e. Word, Excel, PowerPoint and Outlook), and other technology required for the day to day administration of the role;

The Town of Quispamsis

There Is No Other, evokes the uniqueness of the town's name and the pride of its 18,000 residents who call it home. This picturesque suburban community is located in southwestern New Brunswick, 22 kilometers northeast of the City of Saint John. Quispamsis is a progressive, vibrant community with many attractive residential opportunities for all types of family units. Abundant recreational areas,

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quality schools, places of worship, retail and professional services are all within the Kennebecasis Valley. Our vision "A forward-thinking community where families enjoy a safe, friendly and active lifestyle surrounded by a beautiful, natural environment."

Applications

Applications will only be accepted through our online application system until March 20th, 2020 at 4:30pm. Qualified applicants should submit their cover letters and resumes to:

Human Resources Department
Town of Quispamsis
Competition number: 2020-02

When applying online, please submit your cover letter and resume together as one document.

Please [click here](#) to apply online

The Town of Quispamsis is an equal opportunity employer. Only those applicants being considered further will be contacted.