



EMPLOYMENT OPPORTUNITY

The Town of Smiths Falls Requires One (1) Full-Time OPERATIONS SUPERVISOR – COMMUNITY CENTER

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime waterfrontage along the Rideau Canal – a UNESCO World Heritage site, and has many beautiful heritage buildings and recreational facilities.

Reporting to the Director of Community Services, the Operations Supervisor supports the efficient and effective delivery of Parks and Recreational Services and Facilities Maintenance of the Community Services Department from an operational and maintenance perspective.

To be considered for this position, you must have facility management experience, supervisory and leadership experience, knowledge of business processes, financial management methods, and the ability to implement project management practices.

The preferred candidate will possess the following qualifications and skills:

- College or University Diploma/Degree relative to area of responsibility (parks, facilities, environmental maintenance, recreation or leisure management) or equivalent
- Minimum 5 years supervisory experience in a municipal recreation, parks, property management environment.
- Minimum of 3 years of Project Management experience
- Certified Ice Technician (CIT) designation would be considered and asset
- Refrigeration Plant Operators Certification would be considered and asset
- Operational knowledge of Cemetery operations
- Current CPR/First Aid Certificate
- Vulnerable Sector Check

Qualified applicants are invited to submit their resume and cover letter by Thursday May 25, 2023 no later than 4:00 p.m., to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, via email at hr@smithsfalls.ca

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.