

EMPLOYMENT OPPORTUNITY

Superintendent, Aquatic Services

Recreation Services

Competition No.: 2022-030



www.rdn.bc.ca

SKILLS/EDUCATION

- Undergraduate degree in Recreation Management, or a related field, plus a minimum of five years of related experience
- a minimum of three years' experience in a supervisory capacity in a unionized environment; or an equivalent combination of training and experience.

APPLICATION DETAILS

Should you be interested in learning more about this unique opportunity with RDN, please contact Harbour West Consulting at [604-998-4032](tel:604-998-4032) or forward your resumé, a letter of introduction and the names and contact information for three references, in confidence, to info@hwest.ca

ABOUT THE ROLE

Due to current incumbent's retirement, the Regional District of Nanaimo (RDN) is seeking a permanent full-time Superintendent, Aquatic Services.

The successful candidate would be responsible for the provision of recreation services and building operations related to the delivery of effective and efficient aquatic operations on behalf of the Regional District of Nanaimo. Provides support, advice and recommendations to the Manager of Recreation Services and the General Manager of Recreation and Parks regarding a variety of aquatic services.

QUALIFICATIONS

Undergraduate degree in Recreation Management, or a related field, plus a minimum of five years of related experience working in a municipal or regional government community aquatic facility setting and a minimum of three years' experience in a supervisory capacity in a unionized environment; or an equivalent combination of training and experience. Possession of other related aquatic specialized training/certification in areas such as pool operators, building service training, aquatic lifesaving and or instructing training an asset.

POSITION DETAILS

This excluded full-time position offers a competitive compensation and benefits package. Please visit the RDN website at www.rdn.bc.ca for more information on the Regional District of Nanaimo.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

A Criminal Record Check and proof of COVID 19 vaccination is a condition of employment with the Regional District of Nanaimo.

JOB DESCRIPTION

POSITION TITLE: SUPERINTENDENT OF AQUATIC SERVICES

REPORTS TO: Manager of Recreation Services

SUBORDINATE POSITIONS:

- Aquatic Coordinator
- Aquatic Maintenance Workers
- Aquatic Team Leaders
- Lifeguard/Instructors

POSITION SUMMARY:

Responsible for the provision of recreation services and building operations related to the delivery of effective and efficient aquatic operations on behalf of the Regional District of Nanaimo.

MAJOR DUTIES AND RESPONSIBILITIES

1. Reviews, adheres to, and directs the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
2. Provides support, advice and recommendations to the Manager of Recreation Services and the General Manager of Recreation and Parks regarding a variety of aquatic services.
3. Performs a variety of administrative tasks including the preparation and monitoring of assigned budgets; managing expenditures and revenues, developing, implementing and adhering to policies and operational procedures. Preparing information and reports pertaining to operations and services for consideration by the various advisory committees and the RDN Regional Board.
4. Plans, coordinates, implements and directs, through facility operations staff, the programming, maintenance and operations of Regional District of Nanaimo aquatic recreation facilities and services.
5. Prepares agendas and attends meetings as required of various stakeholder groups applicable to the provision and operation of aquatic related activities.
6. Assists in the selection, evaluation, and discipline of assigned personnel. Provides recommendations with respect to work standards, staffing levels, Work Safe BC compliance and job performance reviews and oversees scheduling of assigned personnel.
7. Supervises and provides direction and guidance to aquatic services staff regarding the planning, implementation, and evaluation of community and aquatic programs, sessions, lessons, and events for a variety of age categories.
8. Ensures the safety and security of recreation facility users, staff, general public, residents, volunteers and contractors.

9. Responds to employee complaints and assists the employer in Step 2 grievance procedures under the Collective Agreement. Consults with the Manager of Recreation Services on labour relations issues.
10. Ensures all aquatic recreation facilities and services operated by the Regional District are operating in accordance to federal, provincial, regional and local regulations and current industry standards.
11. Responds to public inquiries and complaints in regard to aquatic facility operations.
12. Performs other related duties as directed by the Manager of Recreation Services.

REQUIRED EDUCATION AND EXPERIENCE:

Undergraduate degree in Recreation Management, or a related field, plus a minimum of five years of related experience working in a municipal or regional government community aquatic facility setting and a minimum of three years' experience in a supervisory capacity in a unionized environment; or an equivalent combination of training and experience. Possession of other related aquatic specialized training/certification in areas such as pool operators, building service training, aquatic lifesaving and or instructing training an asset.

Proven skills in personnel supervision, leadership, team building and problem solving are essential to the position as well as excellent written and verbal communication skills. The ability to maintain positive internal and external working relationships is also required, as is a demonstrated ability to plan, organize, develop, and implement projects and programs in a systematic and timely manner. Possession of a Class 5 BC Driver's License is required. Must maintain current First Aid and CPR certification.

March 1, 2022

Date



General Manager Concurrence

C.A.O. Concurrence