



## ***MUNICIPAL POLICY HANDBOOK***

**CODE NUMBER: 1065**

**CATEGORY: ADMINISTRATION**

# **MANAGER OF FACILITIES, PARKS & RECREATION**

### **General:**

The Manager of Facilities, Parks and Recreation will report directly to the County Manager. Responsibilities will include the operation of all County buildings, parks and campgrounds. Provision of administrative support to the County Recreation Board will also be an important aspect of this position.

Under the general direction of the County Manager, the Manager of Facilities, Parks and Recreation duties are as follows:

### **A. Facilities**

- Ensuring that all County owned & operated facilities and buildings are functional, safe and operating in an efficient manner.
- Establishing and monitoring a preventive maintenance program for all County buildings.
- Arranging for repairs, servicing and improvements as required and approved in annual budgets.
- Undertaking project management duties as required when new construction or renovation to existing facilities is required and authorized.
- Liaison with various County staff and personnel to determine the operating status of County facilities.

### **B. Parks, Campgrounds & Open Spaces**

- To oversee and arrange for operation, maintenance, repair and development for all County campgrounds, boat launches, parks, recreation reserves and environmental reserve properties.
- To recruit, select, hire and direct contract staff or employees as may be required to properly operate and maintain parks, campgrounds and open spaces owned by the County.
- To act as project manager for any parks and open spaces initiatives approved by County Council and/or the County Recreation Board as authorized by the annual budget.

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Effective

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### Manager of Facilities, Parks & Recreation – Job Description (Continued . . .)

#### C. Recreation

- To act as the administrator for the County Recreation Board, including preparation of agendas, minutes and correspondence on behalf of the Board.
- To carry out tasks, decisions and projects as decided by the County Recreation Board.
- To advertise and administer various grant programs as authorized in the Recreation Board budget and approved through policies of the County of Athabasca.
- To provide advice and assistance, as time permits, to County volunteer organizations regarding grant applications and project management.

#### D. Other Duties

- To assist the Director of Corporate Services and the County Manager in developing capital and operational budgets for all aspects of facility, parks and recreation board components of the budget.
- To ensure that all County facility or parks related projects have proper permits and approvals as may be required by any government or regulatory agency.
- Operation of function specific equipment housed in County buildings shall not be the responsibility of the Manager of Facilities, Parks & Recreation unless specifically directed by the County Manager. (eg. water plants, sewage stations, fire fighting equipment, mechanical tools and equipment).
- To carry out inspections, minor repairs, renovations, and projects as required, to meet the objectives stated in this job description.
- To carry out other tasks or projects as directed by the County Manager.

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