



**District of Taylor
Employment Opportunity**

**Manager, Parks and Facilities
(Full-time Position)**

The District of Taylor is seeking a highly motivated, enthusiastic, and dedicated individual to fill the position of Manager, Parks and Facilities. Reporting to the Director of Community Services, the Manager of Parks and Facilities is responsible for the overall care and beautification of community green spaces, as well as the safe operation of community facilities. This role ensures that community parks and facilities are adequately maintained, operate safely and efficiently, and meet the needs of Taylor's citizens.

The ideal candidate will have strong collaboration and interpersonal skills, a degree or diploma in Business Administration, Recreation, Parks Management (or a related field), a Refrigeration Operation Certificate, and three years of experience in recreational facility maintenance (preferably in ice plant maintenance). It would also be considered an asset if the incumbent also possessed a 4th Class Power Engineering Certificate, a Pool Operator Level 1 Certificate, and/or a Playspace Safety Operator Certificate.

The incumbent will be required to maintain a valid BC Driver's License and a clean criminal record check with vulnerable sector screening.

The successful applicant can expect to work 40 hours per week, Monday to Friday from 8 AM to 5 PM, with an hour break, Monday to Friday. The annual wage rate for this position is \$83,917 to \$100,700 determined based on a combination of relevant education and experience. This position also includes an exceptional benefit package.

With your resume, please provide a cover letter that articulates how your skills and abilities make you the best candidate for this position. Submissions will be received until August 1, 2025, at 4:30 p.m. local time.

Please address your application to:
Mike Farquharson, Director of Community Services
PO Box 300
Taylor, BC V0C 2K0
Phone: (250) 789-3392
Email: mfarquharson@districtoftaylor.com

The District of Taylor thanks all applicants for their interest in this position; however, only applicants selected for position interviews will be contacted.



DISTRICT OF TAYLOR

Manager, Parks and Facilities

Job Description

Title: Manager, Parks and Facilities

Date: July 4, 2025

Department: Parks and Facilities

Job Category: Management

Reports To: Director, Community Services

Position Number:

Interacts With: Grounds Superintendent, Lone Wolf, Director, Operations, Staff, Peace Island Park, Public, Technical Safety BC

Grade Assignment: 11

General Summary:

The Manager, Parks and Facilities is responsible for overall care and beautification of community green spaces, and the safe operation of community facilities. This role ensures the community parks and facilities are properly maintained, operating safely and efficiently, and meet the needs of the citizens of Taylor.

Primary Duties and Responsibilities:

General

- With an emphasis on safe work practices, provides guidance, support, coaching, mentoring, and ethical leadership to all employees while supporting and reinforcing the District of Taylor vision, mission, policies, programs and guidelines
- Responsible for initiating and leading recruitment, utilizing effective performance management strategies, employee development, and implementing succession planning activities for area of influence
- Understands and consistently applies legal requirements, operational regulations, policies, procedures, programs, and bylaws. Identifies and recommends amendments where appropriate for area of influence ensuring opportunities for continuous improvement efforts are identified, discussed, and reviewed regularly
- In conjunction with the Director, Community Services, responsible for preparing, implementing and managing the annual operating and capital budgets for the Community Services Department
- Acts as a contributing member of the District of Taylor leadership team ensuring the ongoing, appropriate, coordinated efforts between departments to deliver exemplary service to the community at large. Allocates resources to fill gaps where necessary
- Leads and fosters the ongoing flow of active communication within and across departments. Encourages and models engagement in the process of sharing appropriate, accurate, timely, and transparent communication with employees and stakeholders (both internal and external) in support of District activities

- Assists, annually and as required, with the establishment, review, and modifications of the District of Taylor's long range recreation facilities plans

Health and Safety

- Ensures the effective application of the OHS program requirements in all areas of responsibility including the completion of regular safety audits

Facilities

- Supervises the overall operation and maintenance of general building and equipment (including but not limited to: refrigeration plant, ice surface, pool chemistry and filtration, janitorial programs, grass cutting, and weed control)
- Designated as Chief Engineer of refrigeration plants at the District Ice Centre and Taylor Curling Club
- Provides input for designing, implementing and monitoring of recreation facilities, programs and services to ensure the needs of the residents are being met within the available resources
- Assists with the monitoring of appropriate use of recreation facilities, programs, and services to ensure that access is equitable and within District policies
- Ensures organization and scheduling of employees in department for adequate coverage of duties and appropriate maintenance of facilities
- Conduct a regular in-service training programs for employees to ensure adequate reinforcement of safety procedures, facility best practices, foster individual employee growth, and maintain overall team development
- Responsible for the implementation and execution of regular and preventative facility maintenance programs. Ensures schedule is updated, tracked and maintained

Parks

- Ensures the ongoing maintenance and care of all greenspace and park areas within the District of Taylor
- Responsible for the gardener and seasonal labourer team, ensuring appropriate supervision, performance management, training, and proper vegetation management rotation
- Accountable to ensure playgrounds are maintained and a schedule is maintained for inspections
- Responsible for cemetery maintenance and care

Peace Island Park

- Accountable for the management and care of Peace Island Park. Allocates resources as required to ensure high standard of safety and customer service is maintained

Recreation and HUB

- Provides leadership and oversight in the planning, coordination, and organization of recreation and leisure activities, programs, special events and any other planned Community Service activities offered by the District of Taylor.

Lone Wolf Golf Course

- Ensures the responsible operations and maintenance of the Lone Wolf Golf Course and related recreational spaces (Clubhouse, Participaction Trail, greenhouses)

Requirements and Qualifications:

Education and Experience:

- Grade 12 diploma or equivalent
- Degree or diploma in Business Administration, Recreation, Parks Management (or a related field)
- Refrigeration Operator Certificate
- 4th Class Power Engineering Certificate would be an asset

- Completion of a recognized program with courses related to facility management, operation and maintenance
- Three years' experience in recreational facility maintenance (preferably in ice plant maintenance)
- Three years of progressive leadership experience
- Occupational First Aid Level 1 Certificate
- Pesticide Applicator Certificate
- Pool Operator Level 1 Certificate would be an asset
- Playspace Safety Certificate would be an asset
- Equivalent combinations of education and experience may be considered

Knowledge, Skills, and Abilities:

- Demonstrated commitment to safe work practices and ability to implement safe work processes.
- Working knowledge of facility operation legislation and regulations
- Exercises sound judgement in the interpretation and application of related regulations, policies and procedures
- Excellent written and verbal communication skills
- Exceptional organisational, time-management and scheduling ability
- Strong interpersonal skills to build and maintain collaborative, effective working relationships with team members, employees, volunteers, the general public, elected officials, District staff, and other stakeholders
- Exemplary leadership skills with a focus on communication, transparency, decisiveness, and listening to and providing feedback
- Knowledge of operations of golf courses and campgrounds considered an asset.
- Strong independent work ethic, able to establish priorities and set and meet objectives
- Knowledge of the budget process and cost management strategies
- Proficient computer skills (MS Office)
- Ability to manage a diverse Staff and utilize resources for efficiency
- Proven history showing knowledge of maintenance programs and asset management.

Other Requirements:

- Valid Class 5 BC Driver's License
- Clear Criminal Record Check (Including vulnerable sector)
- Legally entitled to work in Canada

Working Conditions (environmental conditions, physical demands, travel, etc.):

- General office conditions – ergonomic and eye strain considerations associated with desk and computer work
- Work flexible and varied hours, as may be necessary, to meet the requirements of the facilities
- Work with chemicals associated with pool maintenance and refrigeration equipment
- Occasionally may perform physical labour and must have sufficient physical strength, stamina and coordination to permit the performance of heavy manual indoor and outdoor work in all weather conditions.

Disclaimer:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Related duties, responsibilities and activities may be assigned at any time with or without notice.

Approval:

Ryan Galay, C.A.O.
Name/Title


Signature

July 4, 2025
Date

MIKE FARQUHARSON
Name/Title


Signature

July 4, 2025
Date