



Job Description Superintendent of Byng Island Conservation Area

Job Summary

Managing day to day operation and administration of the Conservation Area. Responsibilities include campground operations, enforcing regulations, budget preparation, ensuring public and staff safety, ongoing park development, building partnerships with stakeholders, and leading a team.

Primary Duties and Responsibilities

1. Responsible for overseeing and managing the day to day operations of a large, fast paced Conservation Area including security and public/staff safety, and maintenance of the park. Experience with daily, nightly and seasonal campers, pool operations and facility rentals.
2. Demonstrated ability to supervise a high number of park staff, provide training and mentoring; schedule and assign work; recruitment of 40 plus seasonal positions annually, managing employee performance, disciplinary actions and terminations, and ensure health and safety compliance.
3. Knowledge of relevant legislation including, but not limited to, the Conservation Authorities Act and Regulations, Provincial Offenses Act, the Occupational Health and Safety Act, the Employment Standards Act, the Occupiers Liability Act, the Trespass to Property Act, , the Snowmobile and Off Road Vehicle Act and other related legislation.
4. Ensure employees work in accordance with the GRCA health and safety policies and procedures; ensure compliance with OHSA, and all applicable regulations and legislations
5. Financial Accountability: responsible for making complex decisions and submissions for a sizeable operations budget, making hiring requests, justifying requests for capital expenditures, purchasing and cash handling.
6. Required to carry out flood duties, snow surveys and river watch duties as assigned by the Engineering Division.
7. Maintain necessary infrastructure in order to deliver an effective and profitable operation and to ensure infrastructure meets or exceeds all regulatory compliance.
8. Responsible for the operation and maintenance of the swimming facility according to provincial regulations. Responsible for hiring, training and supervision of pool staff.
9. Responsible for the operation and maintenance of an on-site sewage lagoon and waste water infrastructure.
- 10 Provide maintenance support for issues at the Nature Centres and Property locations (passive lands). Assist with inspections, enforcement as required on miscellaneous properties, such as Rail Trails.
- 11 Ability to respond appropriately to Emergency situations using de-escalation techniques and to provide leadership with respect to the enforcement of the Conservation Authorities Act and regulations.
- 12 This position is required to work shifts including evenings, weekends and provide on-call support.

13 Participates in management team meetings, leadership team meetings and public meetings regarding parks and facilities.

Competencies and Abilities

Professional Judgement – demonstrated ability in the area of critical thinking, analysis and assessment of implications, making connections of underlying issues and the ownership of the outcome. Sound judgement resulting in fair, efficient and effective decision making, bringing clarity and resolution to complex and ambiguous situations. Ability to carry out skillful negotiations and interest based conflict resolution. Managing emergencies decisively and effectively striving for minimal cost and disruption to individuals and operations.

Integrity/Ethics -the willingness to hold oneself and others accountable for acting in ways that are consistent with stated values, principles and professional standards.

Team Work - Interacts with people effectively. Able and willing to share and receive information. The ability to gather facts and pertinent information to gain an understanding before drawing conclusions, taking action or resolving conflict. It involves active listening and comprehension of verbal and non-verbal signals to enhance understanding. Demonstrated ability to build partnerships and alliances with peers, business communities, partners and staff. Exceptional internal communications skills are needed for staff relations, working with park operations team, inter- departmentally with respect to operations and to provide support to other programs within GRCA.

Goal /Action Oriented - Does not shy away from challenges and seldom gives up, especially in the face of resistance, setbacks or change. Seizes opportunities; takes initiative and is self- motivated. Organize work, plan activities and set priorities in a manner that meets competing needs and timely resolution of matters. Maintains high level of productivity and self-direction. Demonstrated experience in Project Management with the ability to work under pressure and handle multiple tasks simultaneously with changing priorities. Achieving high standards of performance from others is important.

Customer Focus - Dedicated to meeting the expectations and requirements of internal and external customers. Exceptional Communication skills to enhance relations with the public- dealing with multiple inquiries, customer complaints and evictions. Further develop partnerships with local municipalities, charities and community user groups that engage with the Conservation Area, communicating with tact and diplomacy.

Leadership - Creates a climate in which people want to do their best. Effectively manage employees, developing a team atmosphere, providing information to employees and having strong interpersonal skills being able to know about employee's concerns and questions. A high level of personal and professional excellence including the ability to align personal and organizational values. Excellent interpersonal skills including the ability to coach and develop others. Demonstrated ability to be innovative, flexible and entrepreneurial.

Education:

Completion of a college diploma in a field related to parks and recreation, resource management, tourism or business administration or an equivalent post-secondary program is required.

Skills and Qualifications:

Provincial Offences Act Designation (or the ability to obtain)

Pool Operator's Certificate

Small Drinking Water Systems Certificate

Wastewater Operator Licence

Valid Ontario Drivers License

Standard First Aid/ CPR

Food Handler's Certificate

Transportation of Dangerous Goods Certificate (pool chemicals)

Ability to set up, operate or perform basic repairs on moderately complex, specialized equipment

Knowledge and Relevant Experience:

Minimum 10 years' of progressively responsible experience in outdoor recreation with at least six (6) years of supervisory experience preferably in a park or campground environment.

Extensive experience in employee management with respect to hiring, training, scheduling and retention.

Working in a unionized environment

Pool operation desirable

Sewage Lagoon operation desirable

Computer skills, MS Office, online reservation systems and POS applications.

Excellent written communication skills are required.

Health and Safety Training:

Rights and Responsibilities regarding the Occupational Health and Safety Act and Regulations, WHMIS, and other workplace Health and Safety training as prescribed.

Physical:

Outdoor work.

Frequently expected to lift, carry, push or pull objects weighing more than 20 lbs.