

EMPLOYMENT OPPORTUNITY: PARKS & RECREATION SUPERINTENDENT OF PARKS & FACILITIES, FULL-TIME (NON-UNION)

The Town of Gananoque is seeking an outstanding leader to serve as the Superintendent of Parks and Facilities. Reporting to the Manager of Parks, Recreation and Facilities, the Superintendent is responsible for the day-to-day operations, maintenance and execution of the approved capital projects for all municipal Parks and Facilities. The successful candidate will provide the guidance and leadership required to operate and maintain all areas under the Parks, Recreation and Facilities portfolio in an efficient and effective manner to achieve optimal performance for the department.

KEY DUTIES AND RESPONSIBILITIES

- Coordinating the day-to-day operations, in conjunction with the Lead Hand of Parks & Recreation assigning work to staff for the maintenance and upgrades, including winter, summer and other seasonal activities.
- Provides on-site supervision and assistance to full-time and seasonal staff ensuring a safe workplace with regards to safety and cleanliness and in adherence to the Occupational Health and Safety Act, the Ontario
- Responsible for the strategic maintenance of Town Facilities in accordance with the asset management plan and the capital budget.
- Fire Code, the Electrical Safety Authority, TSSA and other applicable regulations.
- Provides advice and information as required to the Manager of Parks, Recreation and Facilities and members of the Senior Leadership Team and all others relating to functions of the position.
- Schedule Parks and Recreation staff for department operations within approved budget.
- Ensures staff have the appropriate training, equipment, materials and knowledge to perform their tasks
- Responds to public complaints and concerns and reports to the Manager as appropriate.
- Primary point of contact for contractors, with regards to day-to-day operations and capital projects.

QUALIFICATION AND COMPETENCIES

- Completion of high school diploma plus a professional designation from ORFA, IFMA or Parks and Recreation Ontario (PRO) is required.
- Minimum 5+ years progressive experience in the Parks & Recreation field within the public sector.
- Proven leadership experience in a unionized environment, with the ability to foster collaboration, lead high-performing teams, and exercise sound judgment and discretion in a public and political environment.
- Extensive experience with ice refrigeration equipment and maintaining arena ice for optimal use. Refrigeration Class 'B' Certification considered an asset.
- Extensive skills and experience in facility and park maintenance as well as contract project management.
- High degree of problem-solving skills to achieve optimal results in daily operations and project management.
- Demonstrated commitment to ongoing professional development, with a willingness to pursue additional education, training, and certifications to meet evolving legislative requirements, industry best practices, and organizational needs.
- Demonstrated ability to maintain positive working relationships and to work collaboratively and effectively with a broad spectrum of individuals with a high level of professionalism, confidentiality and strong ethics.
- Availability to assist with emergency response and to attend after-hours meetings or special events.
- Excellent public relations and customer service skills.
- Proficient knowledge of Microsoft Office, PSD Citywide and PerfectMind.
- A valid Class G license in good standing and reliable vehicle to use on department/corporate business.

Please submit applications in confidence by
July 31, 2026, at 4:00 P.M.

Human Resources, Town of Gananoque,
30 King Street East,
Gananoque Ontario, K7G 1E9
Phone: 613-382-2149
Email: hr@gananoque.ca

We appreciate the interest of all applicants; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected and will only be used for the purpose of the candidate selection. The Town will provide accommodation for individuals with accessibility needs.