



## **Manager of Parks and Facilities Rural Municipality of Gimli**

The RM of Gimli is seeking a Manager of Parks and Facilities. Reporting to the Director of Recreation and Leisure Services, the Manager of Parks and Facilities is responsible for overseeing the maintenance of all public spaces in the Municipality.

### **Scope:**

The Manager of Parks & Facilities will provide leadership and supervision over Facility Operators, Facility Maintenance, Caretakers, Park Patrol, Canteen and Lounge staff, and various other seasonal positions. The Manager will be responsible for continual facility condition assessments and asset management practices to allow for adequate budget and future planning. The Manager will be responsible for the day-to-day operation and upkeep, as well as ensure each facility is prepared for internal and external bookings, programs or events.

This is a permanent, full-time position working 40 hours/week. Salary Range \$72,800 - \$76,960 annually.

### **Key Responsibilities:**

#### **Parks and Recreation Facilities Management:**

Responsible for managing the upkeep, compliance, and efficient use of public spaces and facilities. This includes planning and coordinating maintenance activities, overseeing repairs and renovations, maintaining asset records, and ensuring effective vendor and contractor management to support cost-efficient operations.

#### **Leadership & Employee Development:**

Responsible for providing leadership and direction to facility staff, ensuring effective scheduling, team communication, and performance management. The role emphasizes staff recruitment, development, and engagement while fostering a safe, collaborative, and productive work environment.

#### **Administrative Management:**

Provides leadership in departmental operations by supporting policy development, overseeing programs and facilities, and guiding budget and resource management. Focuses on building partnerships, promoting community services, and ensuring safe, accessible, and high-quality recreation opportunities.

## Qualifications:

- Diploma or Degree related to facility management, business management, recreation management or equivalent experience.
- Power Engineer Refrigeration Class Certification is preferred or willingness to obtain
- Three to Five years of experience in facilities management or related role
- Knowledge of municipal governance and practices, including relevant legislation, policies, procedures and rules.
- Knowledge of the budget process, creating and following approved budgets
- Knowledge of building systems, maintenance practices and regulatory requirements
- Knowledge of emergency procedures, first aid and CPR

## Skills:

- Leadership and team management
- Strategic planning and decision-making
- Financial and contract oversight
- Problem-solving and analytical skills
- Effective communication and collaboration
- Time, stress, and resource management
- Technical proficiency and reporting

The RM of Gimli provides a competitive salary based on experience and qualifications as well as a comprehensive benefit package.

This position shall remain open until filled; however, applicants will begin being considered March 13, 2026.

The RM of Gimli is committed to providing an inclusive, barrier-free recruitment and selection process. If you require accommodation during any stage of the hiring process, please contact [hrofficer@rmgimli.com](mailto:hrofficer@rmgimli.com) to make appropriate arrangements.

Qualified applicants should submit a resume and cover letter to Ingrid Friesen, HR Officer by email, [hrofficer@rmgimli.com](mailto:hrofficer@rmgimli.com) or in person at the Municipal Office located at 62-2<sup>nd</sup> Avenue, Gimli. We thank all applicants for their interest; however, only those selected for an interview will be contacted.