

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

## Supervisor, Pool & Arena Operations

<b>Department:</b>	Community Services
<b>Classification:</b>	1 Full-time, Permanent
<b>Affiliation:</b>	Non-Union
<b>Vacancy Reason:</b>	Vacant Existing Position
<b>Shift/Hours:</b>	Monday to Friday, Inclusive, 35 hours per week (occasional evenings and weekends as required)
<b>Salary Range:</b>	\$114,132.20 to \$126,526.40 annually
<b>Work Location:</b>	Chestnut Hill Developments Recreation Complex (1867 Valley Farm Rd, Pickering, ON)
<b>Date Posted:</b>	Friday, January 9, 2026
<b>Deadline to Apply:</b>	Friday, January 30, 2026

### Job Summary

The incumbent is responsible for the ongoing operations, cleaning and maintenance of Arenas and Pools and related facilities including preventative maintenance and repairs. Oversees the daily pool operations of all City operated pools including preventative maintenance and repairs. Provides the arena and pool maintenance staff with direction for the successful delivery of department programs and initiatives. This is accomplished through the effective planning and supervision of a team of skilled maintenance personnel. The incumbent is responsible for facilitating effective employee relations and to ensure cohesive teamwork.

### Primary Responsibilities

- Directs, coordinates and monitors the day-to-day functions and services of the work unit in the maintenance and cleaning of arenas, pools and related facilities. Works closely with subordinates to solve problems and respond to challenges, opportunities and issues.
- Plans and executes work and shift schedules for facility maintenance staff, ensuring the highest productivity of staff and equipment, and that goals and levels of service are met or exceeded. Provides training and orientation to new full-time, part-time and term employees.
- Prepares and communicates an annual schedule for arena operations including availability of dry floor and ice pads with facility bookings, and confirmation of programs with Recreation Services staff.
- Approves combined payroll and attendance sheets for staff. Develops and maintains payroll-tracking records to ensure working within approved payroll budgets.
- Ensures that proper inventories of equipment, supplies, and materials are maintained and protected against loss.
- Prepares a variety of reports and proposals as required and promptly reports on any adverse situations to the Manager. Provides technical support and advice to the Manager on issues related to arena and pool maintenance, scheduling, operations, and program use.
- Participates in the preparation of the current budget draft submissions for arena and pool cost centres. Controls and accounts for expenditure and revenue of the work unit in accordance with budget appropriation and revenue projections.
- Develops and prepares requirements and specifications for quotes and tenders to procure materials, equipment, machinery and contracted services.
- Oversees the mechanical maintenance and operations of equipment that supports the safe operations of pools and arenas.
- Inspects arenas, pools and associated equipment and performs a variety of minor maintenance and repairs or recommends and coordinates the provision of major repair work to be completed.
- Oversees the operations and maintenance of the refrigeration and filtration plants accurately ensuring that staff are recording readings in logbooks.

- Leads the preparation and implementation of a planned preventative maintenance program as well as scheduling and overseeing repairs and maintenance of pool and aquatics facilities and equipment, with the Facilities Manager.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

### **Education and Experience**

- Post-secondary diploma in Facility Management, or any combination of education, workplace training and experience deemed to be acceptable by the Corporation.
- Must possess a valid Refrigeration Class “B” licence.
- Must possess a valid Certified Pool Operators certificate.
- Five years of progressively more responsible relevant work experience in arenas, pools and facility maintenance, to include at least two recent years experience at a supervisory level. Experience within a municipal facility maintenance environment is preferred.

### **Knowledge, Skills and Abilities**

- Demonstrable in-depth knowledge of arena, pool and facility maintenance, management and current best practices.
- Extensive and comprehensive working knowledge of maintenance policies, procedures and general repair of machinery and equipment used in sports arenas and swimming pools.
- Strong communication and customer service skills to deal effectively with staff, community group representatives, public officials and members of the public.
- Effective leadership, planning, organizational and public relations skills to establish and maintain effective business relationships with all levels of employees and outside agencies.
- Ability to work with multiple priorities in an active environment.
- Current knowledge of relevant legislation related to facility operation and arena operation, such as the *Occupational Health & Safety Act*, *Technical Standards & Safety Act*, *Public Health Act*, *Building Code Act*, *Occupier's Liability Act* and *Employment Standards Act*.
- Current knowledge of mandated Codes such as ASME and CSA codes, with emphasis on ASME Boiler and Pressure Vessel Code, CSA B-51-97 Boiler, Pressure Vessel and Pressure Piping Code, CSA B52 Mechanical Refrigeration Code, Operating Engineers Act, and other relevant codes in respect of electrical, plumbing and mechanical equipment/installation as well as Health Department regulations as related to pool operations.
- Demonstrated ability to exercise effective Revenue Management.
- Proficient in the use of personal computers and Windows based computer applications.
- Must be willing and able to work irregular hours, on weekends and on holidays as required, and respond to after work emergencies.
- Must be prepared to undergo a Vulnerable Sector Screening as a condition of employment.
- Must possess current Standard First Aid and Basic Rescuer CPR-C Certificates.
- Must have a personal vehicle for use in the performance of duties and possess a valid Class “G” Ontario Driver’s Licence. Must provide consent to conduct regular driver’s abstracts through the Ministry of Transportation. A clean driving record is preferred.

Compensation also includes a comprehensive benefits package, and an OMERS pension plan.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, 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 under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

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The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or [hr@pickering.ca](mailto:hr@pickering.ca).

**Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.**