

Parks and Facilities Coordinator

Town of Quispamsis



The Opportunity

Reporting to the Manager of Parks and Facilities, the Parks and Facilities Coordinator will play an important role in providing support in contract management, equipment asset management, small operational/capital project management and resident customer relation.

Key Responsibilities

- Manage and administer contracts to ensure compliance and activities conform with contractual requirements. Manage service provider contract and is the first point of contact for resident issues or questions.
- Manage small operational and capital projects for the Parks and Facilities Department
- Identify and secure grant opportunities through effective research and application processes.
- Maintain records, schedules and documents and prepare standard reports.
- Coordinate staff training.
- Coordinate and support the department in all safety-related aspects, including but not limited to developing safety talks, risk assessments, performing workplace inspections, investigating incidents, procedure development, and correcting hazards.
- Prepare and maintain equipment asset inventories and equipment asset management in collaboration with the Planning Department.
- Develop and maintain effective relationship with contractors and service providers.
- Supervise employees and participate in a rotational on-call schedule to address urgent matters.
- Monitor daily, monthly, and yearly site checks.
- Tracking departmental operations and work orders utilizing Cityworks and Q11; and
- Assist in the enhancement of policies, procedures on a continuous improvement basis to ensure operational initiatives incorporate Town's Vision.

Essential Qualifications:

- Successful completion of post-secondary course work in a related field.
- A minimum of 3 years' progressive experience in facility management, contract management and/or safety management.
- Candidate must be current on Occupational Health and Safety Regulations.
- Ability to establish excellence in customer service.
- Strong relationship building skills, ability to work with internal and external stakeholders.
- Proficient in the use of MS Office (i.e. Word, Excel, PowerPoint and Outlook), CityWorks, and other technology required for the day to day administration of the role; and
- Valid Class 5 Driver's License with an abstract meeting the Town's expectation.

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Work with Us

As a full-time, permanent employee with The Town of Quispamsis, you will enjoy a comprehensive benefits package including:

- Flexibility in scheduling with a 4-day compressed work week option
- Health and dental benefits
- Enrollment into our defined benefit pension plan with no waiting period
- Subsidized fitness plan

Applications

Applications will only be accepted through our online application system until Thursday May 8th, 2025, at 4:30PM. Qualified applicants should submit their cover letters and resumes to:

Human Resources Department
Town of Quispamsis
Competition number: 2025-10

When applying online, please submit your cover letter and resume together as one document.

Please [click here](#) to apply online

The Town of Quispamsis is an equal opportunity employer. Only those applicants being considered further will be contacted.