

Open to the Public

Operations Lead Supervisor

Department of Fisheries, Tourism, Sport and Culture Location – Mark Arendz Ski Park

Full-Time Classified Position (Commencing Immediately)

The [Department of Fisheries, Tourism, Sport and Culture](#) is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Diversity & Inclusion Policy](#).

Reporting to the Provincial Parks Operations Supervisor, this employee will oversee the day to day operations of the Mark Arendz Provincial Park including both the Nordic and Alpine venues. This position will be responsible for the development and delivery of all programming revenue generation, rental-operations, ski school, daily venue operations and management of staffing and human resources.

Duties will include:

- Management of Nordic and Alpine lodges, rental shops, ticket windows, and ski school;
- Organizes and coordinates school and special event groups;
- Ensures buildings and facilities are clean;
- Coordinates with Maintenance Lead Supervisor on building service calls;
- Establishes yearly ticket prices and venue rental fees.
- Leads the management of up to 100 permanent, seasonal, casual and student staff;
- Recruits, hires, onboards, orientates, schedules, trains, coaches on operational processes;
- Assigns duties and manages performance of staff;
- Coordinates the submission of bi-weekly payroll;
- Schedules operational staff; and
- Coordinates uniforms and safety equipment for staff.
- Leads the coordination of Park operations with the Maintenance Lead Supervisor, ski patrol, ski school, and food concession operator to ensure operational processes are followed for an exceptional customer experience;
- Ensures Park social media sites and website information is updated and relevant;
- Compiles an annual report on the Park operations;
- Works with event stakeholders to plan and schedule events at the Park site and to ensure their event hosting needs are met, and manages venue related contracts;
- Works with the Provincial Park Operations Supervisor to provide input into the long-term strategic plans for the Park where required, and implements the priorities identified within the TPEI strategic plans at the Park;
- Collaborates with the Provincial Parks Operation Supervisor to establish an annual operating plan for the Park to identify opportunities for additional revenue generation activities and events, which includes marketing and communications plans, and new year-round, programming opportunities;
- Provides statistical information on Park users and revenue reports;
- Develops and manages budgets and cost control measures;
- Prepares a long-term upgrade plan for the Park, and monitors its implementation;
- Controls the inventory and reordering of supplies and equipment for office, ticket booths and rental shop via the tendering process;
- Researches, evaluates and recommends initiatives to improve efficiency, reliability and the performance of resources assigned to the site;
- Other duties as required.

Minimum Qualifications:

- Completion of Grade 12 or GED;
- Extensive experience in the supervision of employees;
- Considerable experience in Snow Park operations;
- Experience in collaborating with community sport organizations and/or corporate groups;
- [Demonstrated equivalencies will be considered](#).
- Strong oral and written communication skills;
- Strong organizational skills and time management skills;
- Ability to work independently and with minimal supervision; and
- Valid driver's license.

Other Qualifications:

- Experience in the ski industry; and
- Experience in event management and promotion.

Preference will be given to UPSE Civil Employees as per the UPSE Civil Collective Agreement.

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. The successful candidate will be the only individual receiving written notification of competition results. The "Notification of Successful Candidates" list posted on the Employment Opportunity board will serve to inform all other applicants of competition results.

Salary Range: \$30.00 - \$35.70 per hour (Level 14 UPSE)
Bi-Weekly Hours: 80.0 hours bi-weekly - days/evenings & weekends as required
Posting ID: 160164-1123FTSCPO
Closing Date: Monday, December 4, 2023 **5:00pm**

Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return application forms to the PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902)368-4383. DUE TO THE FACT THAT RECEIPT OF APPLICATIONS BY FAX CANNOT BE GUARANTEED, APPLICANTS TRANSMITTING THEIR APPLICATIONS BY FAX MAY WISH TO CONFIRM RECEIPT BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting I.D. number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.jobspei.ca. Forms may also be obtained by contacting any PEI Government Office, ACCESS PEI Centre, Regional Services Centre, or by telephoning 368-4080.