



## **Position: Manager Golf & Grounds**

Are you ready to take the lead at one of Alberta's most scenic and community-driven golf destinations?

The Miskanaw Golf Club and Regional Recreation Corporation of Wood Buffalo (RRC) is searching for a passionate, innovative, and people-first **Manager of Golf and Grounds** to inspire the team, lead the transformation and care of our entire outdoor environment—including **Miskanaw Golf Club, natural and artificial sports fields, trail systems, parking lots, and outdoor facilities** at both MacDonald Island Park and Shell Place. This isn't just a job—it's a chance to design, maintain, and elevate world-class spaces that bring Wood Buffalo together

### **Summary Job Description**

The Manager, Golf and Grounds Maintenance is entrusted with the operation, maintenance and management of all Sports fields both natural and artificial, the Miskanaw Golf Club, all grounds, walking trail systems, parking lots and outdoor facilities at MacDonald Island Park and Shell Place locations under Regional Recreation Corporation of Wood Buffalo (RRC). This position ensures that the work is performed in accordance with RRC policy, the Golf Course and Grounds Standard of Operations and OH&S standards. The Manager leads and assists a team of grounds and golf maintenance supervisors, team leads and seasonal staff in golf course repair, grounds maintenance, parking lot upkeep, snow removal, sports field upkeep, event setup and any redevelopment and construction projects.

### **Your Impact**

- Supervising the maintenance and scheduling of all Golf and Grounds department responsibilities which include the Miskanaw Golf Club, Sports fields (both natural and artificial), all grounds, walking trail system, parking lots and outdoor facilities.
- Responsible for managing and maintaining the Fleet Maintenance for all RRC maintenance equipment .
- Responsible for managing and maintaining the irrigation systems for all Miskanaw Golf Club and RRC Grounds.

- Overseeing the purchasing of all products and services.
- Participate in all department safety meetings.
- Support department Supervisors to foster hardworking, dedicated and efficient teams within their respected areas.
- Provide timely, accurate and thorough Performance Reviews for direct report employees.
- Manages or supervises construction, renovation and/or reconstruction of golf course, grounds, and sports facilities, whether performed in-house or by outside contractors.
- Prepares the annual budgets for the maintenance and capital improvement of the Golf & Grounds department in accordance with RRC strategic plans and defined maintenance standards.
- Interviews, hires, trains, manage and supervise employees for the purpose of performing supervisory duties required by the Golf and Grounds department and its role in the RRC.
- Ensure that the union contract is managed effectively.
- Ensure accurate and complete records on payroll, inventory, maintenance procedures, chemical applications, etc.
- Manage and assist in the work of staff involved in the applications of fertilizers, herbicides and pesticides; ensure the proper and safe application of chemicals are followed in accordance to Alberta Environment Regulations.
- Manage water diversion license, ensuring regulations and guidelines are followed as set out by Alberta Environment.
- Plans maintenance and project work to achieve the agreed-upon maintenance standards and strategic plan to comply with RRC requirements, and oversees the training, scheduling and deploying of personnel to accomplish the work in compliance with OHS.
- Reviews and updates policies and procedures and health and safety policies.
- Manages non-athletic related events as required.
- Implements snow and ice removal on natural and synthetic fields, and in all general areas such as parking lots, bleachers, and walkways, and walking trails if needed.
- Oversees asphalt and concrete construction, repairs and maintenance.
- Helps with preventive equipment maintenance in coordination with the Fleet Maintenance team.
- Approves all expenditures and exercises cost control measures to keep operating and capital expenses in line with the approved budgets.
- Communicate with users of the facility (some examples could include: coaches, players, parents, spectators, user groups, golf membership, etc.) when engaged.
- Communicates regularly with other members of the management team to discuss activities, events, goals, plans and user input.
- Monitor the conditions of playing surfaces under varying environmental conditions.
- Monitor the RRC's Golf, Grounds and Sports fields assigned areas diligently to detect trouble spots and areas of special attention; ensure the highest standard turf maintenance is upheld at all times; ensuring quality of cut of Greens, Tees, & Fairway surfaces, bunker maintenance and Sports fields playing surfaces.

- Plan and execute event setup including sporting and entertainment events requiring fencing, field cover, garage receptacle placement, bleacher preparation, field preparation, equipment placement, and all other setup requirements.
- Work with the events team for all major entertainment and sporting events taking place on the grounds, implement and setup in accordance with RRC event policies, layouts, timelines and plans.
- Ensure all maintenance yards and buildings are maintained and kept clean and organized.
- Oversees and directs all horticultural related operations including the ordering of plant material, landscape construction, landscape maintenance and tree, shrub and container locations.
- Manage snow removal for the Suncor Community Leisure Center and Shell Place facility in both parking lot areas and field stadiums.
- Other duties as assigned by the Director, Golf and Grounds.

### **Core Competencies**

The Manager Golf & Grounds Maintenance is expected to demonstrate the following core competencies aligned with RRC's strategic and values-based leadership culture:

- **Team Leadership & Employee Development:** Leads by example to foster a positive, inclusive, and respectful work environment. Provides clear direction, support, and coaching to build staff capability and ensure high levels of service and safety.
- **Customer Service Excellence:** Champions a magnetic service culture by ensuring all interactions, whether with patrons, community members, or partners, are welcoming, professional, and responsive to diverse needs.
- **Communication & Influence:** Communicates clearly, respectfully, and with purpose. Tailors messages to different audiences and listens actively. Builds relationships and promotes transparency and collaboration.
- **Operational Oversight:** Manages daily operations to ensure the facility is safe, clean, and running efficiently. Oversees scheduling, equipment, and resource planning while maintaining compliance with organizational policies and safety regulations.
- **Collaboration & Teamwork:** Works collaboratively across departments and with community partners to deliver inclusive, high-quality programs and services. Builds strong relationships and fosters a culture of cooperation.
- **Adaptability & Problem Solving:** Embraces change with a positive and proactive mindset. Supports others through change and remains solution-focused when faced with challenges or ambiguity. Demonstrates flexibility and sound judgment in resolving issues and improving service delivery.
- **Living Our Values – Values-Based Leadership:** Consistently models RRC's core values of Safety, Collaboration, Innovation, Sustainability, and Diversity in all actions and decisions.
- **Vision & Strategic Alignment:** Communicates a clear and compelling vision that connects team efforts to organizational goals. Aligns priorities and actions with RRC's strategic direction.

- **Ethical Leadership & Accountability:** Leads with integrity and makes principled, transparent decisions. Holds self and others accountable while promoting a culture of trust, responsibility, and ethical leadership.
- **Health & Safety Leadership:** Models safe practices and ensures compliance with standards, embedding safety into daily operations. Provides guidance and accountability to foster a culture where everyone shares responsibility for a safe and healthy workplace.

### **Working Conditions**

- This position requires a flexible schedule including statutory holidays, early morning, late night, and weekend work.
- Working conditions will vary from indoor office environment to outdoor golf course operations
- Includes lifting, bending, kneeling stooping, grabbing, pushing, and pulling
- This position involves working under variable temperature conditions and noise levels, in indoor and outdoor settings.

### **We Value Safety**

All employees are responsible and accountable for Regional Recreation Corporation's health and safety policy. All employees at every level should be familiar with the requirements of the Alberta Occupational Health and Safety legislation as it relates to their work processes.

The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies. These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties and skills required of this job.

Note: A full job description will be supplied to the successful candidate.