



The Corporation of the Township of Uxbridge Employment Opportunity

Community Services Department - Aquatic Manager

The Township of Uxbridge is seeking a qualified and experienced professional to join the **Community Services Department** in the full-time position of **Aquatic Manager**. This position is responsible for the overall leadership, planning, operation, and financial management of the Township's aquatic facility and programs.

This is an exciting time to join our team! The Township of Uxbridge has received grant funding to build a new aquatic and sports complex, with anticipated completion in 2027. The successful candidate will play a key role in supporting this project.

Duties and Responsibilities:

- Direct the day-to-day operations, maintenance, and compliance of the aquatic facility in accordance with legislative requirements and corporate policies.
- Develop, implement, and evaluate aquatic programs that address community needs and align with industry trends.
- Oversee the recruitment, training, supervision, and performance management of full-time, part-time, and seasonal aquatic staff.
- Prepare and manage the operating and capital budgets for the aquatic facility, including payroll, cash handling, and financial reporting.
- Manage risk and safety by conducting regular inspections, maintaining operational documentation, and ensuring compliance with all health and safety regulations.
- Support capital planning by contributing to the 10-year capital forecast and managing asset tracking and preventative maintenance schedules.
- Assist with procurement processes including preparing quotes, contracts, and tenders for equipment, maintenance, and facility upgrades.
- Establish, monitor, and update Standard Operating Procedures to ensure safe and efficient facility operations.
- Collaborate with community organizations, contractors, and internal stakeholders to support program and facility success.
- Prepare reports, statistics, and recommendations for Council, as required.
- Participate in community events and meetings, as necessary.

Skills and Qualifications:

- College Diploma in Recreation and Leisure, Facility Management, or a related field.



- Minimum five (5) years of progressive management experience in a municipal aquatic environment.
- Certified Pool Operator (CPO) with a minimum of five (5) years of practical experience.
- Current certifications including
 - Lifesaving Society National Lifeguard
 - Lifesaving Society Instructor/Examiner
 - Standard First Aid (SFA) and CPR C
- Strong leadership, supervisory, organizational, and financial management skills.
- Comprehensive knowledge of Public Pool Regulation 565.
- Proficiency in MS Office; familiarity with Active Network (ActiveNet) is considered an asset.
- Class G Driver's Licence and access to a reliable vehicle.
- Ability to work evenings and weekends as required.

Hours and Work Location:

- 35 hours per week (Monday to Friday, 8:30 a.m. to 4:30 p.m.), with flexibility to accommodate operational needs.
- Primary location: Uxbridge Pool, 1 Parkside Drive, Uxbridge.

Salary and Benefits:

- Salary Range: \$82,403 to \$96,399 per year.
- Benefits: Comprehensive benefits package and participation in OMERS.

Qualified candidates are invited to submit a detailed resume and cover letter, clearly identifying the position title in the subject line, by **Friday, September 26, 2025, at 2:00pm EST** to:

Hunter Gardner, Acting Aquatic Manager
Township of Uxbridge
P.O. Box 190
51 Toronto Street South
Uxbridge, On L9P 1T1
email: hgardner@uxbridge.ca
telephone: (905) 852-7831

We thank all applicants for their interest, however only those being considered for an interview will be contacted.



The Township of Uxbridge is an Equal Opportunity Employer that is dedicated to an inclusive, barrier-free recruitment and selection process. The Township is committed to diversity, equity, and inclusion within its community and organization, and welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities. When requested, the Township of Uxbridge will accommodate applicants throughout the recruitment and selection and/or assessment process, pursuant to the Ontario *Human Rights Code*. These commitments also apply to our Board and Committee recruitment and selection processes.

Personal information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

If you require accommodation at any time throughout the employment activities process, please contact us at: 905-852-9181 ext. 209, accessibility@town.uxbridge.on.ca or by visiting www.uxbridge.ca and we will make every effort to provide appropriate assistance pursuant to the Township of Uxbridge Employment Activities Accommodation policy.