



City of Dawson Creek – Arenas & Parks Manager

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| DEPARTMENT: | Community Services |
| POSTING DATE: | January 16, 2026 |
| CLOSING DATE: | February 01, 2026 |
| SALARY: | \$114,881 - \$123,039 |
| COMPETITION NO.: | 2026-07 |
| HOURS OF WORK: | 40 hours per week |

Are you passionate about providing first class services to the community? The City of Dawson Creek is looking for an enthusiastic, motivated, strategic professional who shares the same passion, drive and determination as our already exceptional management team to join us as the Arenas and Parks Manager.

Our Community: So how do our 13,000 residents describe Dawson Creek? First and foremost, a warm and welcoming community that is lots of fun! Located in sunny Northeast British Columbia, our community has an amazing quality of life with something for everyone. For the arts and culture enthusiasts there is the iconic Calvin Kruk Centre for the Arts and the Dawson Creek Art Gallery. The South Peace Community Multiplex houses three incredible facilities: The Ovintiv Events Centre which has hosted a multitude of world-class events ranging from the Under 17 World Hockey Challenge to big name shows such as KISS, Russell Peters and Luke Bryan; the Lakota Agri-plex, an impressive equestrian centre; and the Kenn Borek Aquatic Centre that has an 8-lane lap pool, a leisure pool, sauna, steam room, hot tub and even a climbing wall. There are also two ice arenas, a curling rink, an indoor fieldhouse, numerous outdoor walking trails and multiple sports fields. And then there are the quadding, snowmobiling, boating, skiing, hiking, fishing and golfing opportunities. Dawson Creek has great public and private schools, a top-notch college, and a new \$650 million dollar hospital being built with transportation services for special medical needs. We enjoy our crisp, sunny winters (winter precipitation totals around 25 mm/month) and our almost unlimited daily summer sunshine of up to 17.5 hours.

The Opportunity: Reporting to the General Manager of Community Services, the Arenas and Parks Manager is responsible for the overall operation, maintenance, and management of the City's arenas, parks, playgrounds and outdoor recreational facilities. This position provides leadership and direction to staff, ensuring safe, efficient, and customer-focused service delivery. The Manager oversees daily operations including scheduling, staffing, facility maintenance, regulatory and safety compliance, event coordination, contractor and vendor management, and budget and revenue oversight. The role also supports long-term asset management, capital planning, and continuous improvement initiatives to enhance service levels, sustainability, and community satisfaction.

We are looking for a highly-motivated, operationally-minded, and enterprising individual to run our Parks & Arenas Department. This exempt position will be of interest to candidates who have strong initiative, coupled with the ability to stay focused on results despite changing conditions. A leadership style that is firm and goal oriented, and yet motivates, trains, and engages others in an enthusiastic, people-first way is important. The emphasis on building rapport and relationships with individuals and groups requires an outgoing, poised and persuasive communication style. Because the pace of the work is faster than average, the ability to learn quickly and thoroughly while continually recognizing and adapting to changing conditions is critical.

This position will suit an energetic individual who is educated, experienced and takes a people first approach when leading and managing their team and their operations. Key work examples in this role include:

- Oversee daily operations of arenas, parks, and outdoor facilities to ensure safe, efficient, and high-quality service delivery across all seasons.
- Plan, implement, and monitor operational programs, including staffing schedules, maintenance plans, inspections, seasonal transitions, and emergency response readiness.
- Ensure compliance with health, safety, and regulatory requirements, including occupational safety legislation, facility standards, and applicable Technical Safety BC requirements, and actively promote a strong safety culture.
- Manage facility and asset condition, including preventative maintenance, repairs, contractor coordination, and oversight of arena refrigeration plants, mechanical systems, and related operational standards.
- Oversee arena ice and parks standards, including ice quality, water and resurfacing practices, playground and public-space inspections, and risk controls for public use areas.
- Recruit, supervise, and develop staff, including full-time, part-time, casual, and seasonal employees, fostering a respectful workplace, strong performance, and effective resource deployment.
- Coordinate customer service, bookings, and stakeholder relationships, responding to public inquiries and issues, supporting events and user groups, and maintaining positive relationships with community partners and contractors.
- Support financial, asset, and service improvement planning, including budget monitoring, contractor performance, asset lifecycle planning, capital project coordination, documentation, and continuous improvement initiatives.

Requirements:

- Diploma in Recreation Management or an equivalent combination of education and relevant experience.
- Current B.C. Refrigeration Operator Certificate or Fourth-Class Power Engineer Certificate, and a valid B.C. Class 5 Driver's Licence.
- Minimum three (3) years of supervisory or management experience in a related operational environment, preferably in a unionized workplace.
- Comprehensive knowledge of arena refrigeration and ice plant operations, with a strong working knowledge of parks operations, including grounds maintenance, horticulture, equipment reliability, and preventative maintenance programs.
- Demonstrated ability to lead, train, and supervise staff across arena and parks operations, including full-time, part-time, casual, and seasonal employees, with proven coaching and performance management skills.
- In-depth knowledge of WorkSafeBC and Technical Safety BC requirements, with demonstrated experience implementing safe work procedures, identifying and correcting hazards, and leading incident reporting, investigations, and follow-up actions.

- Strong operational, analytical, and problem-solving skills, with the ability to organize work, adapt procedures, make sound decisions, and manage complex operational challenges.
- Sound financial and administrative skills, including budget monitoring, cost estimation, basic revenue tracking and reconciliation, and proficiency with Microsoft Office and related operational systems (experience with BAS/DDC systems is an asset).
- Excellent written and verbal communication skills, with the ability to provide clear direction in routine and emergency situations and to prepare professional reports, documentation, and correspondence.
- Ability to meet operational and physical requirements of the role, including working flexible hours (evenings and weekends), working outdoors in all weather conditions, meeting physical demands of the work, and maintaining required certifications, clearances, and security/criminal record checks.

Candidates should submit a résumé by emailing a pdf or word document to resumes@dawsoncreek.ca, with the job posting name and number in the subject line, by midnight on the closing date referenced above. The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.