

Position title: Manager of Recreation Capital & Community Development Projects	Updated: October 2026	Job Family: Management / Leadership 3
Reports to: Senior Manager of Recreation Services	Direct reports: TBD	

POSITION SCOPE

Reporting to the Senior Manager of Recreation Services, the Manager of Recreation Capital and Community Development Projects leads long-range recreation capital planning, asset management, climate action and grant programs, policy development and regional partnerships.

The position also provides strategic advice on infrastructure needs, community demand and service priorities; collaborates with the Recreation Commission, municipalities, School District 71, First Nations, non-profits and community groups; and supports rural community hall operators with planning and capacity-building assistance. The Manager may act for the Senior Manager as assigned.

KEY ACCOUNTABILITIES

Strategic Capital Planning, Asset Management, and Project Delivery

- Works with the Senior Manager and operations managers to align capital planning, facility operations, maintenance needs and service delivery priorities to ensure programs and services meet community needs and are delivered efficiently.
- Recommends and develops strategic policies, procedures, frameworks and service standards related to capital planning and delivery, facility use, sustainability, and long-term asset planning.
- Leads the development of recreation capital improvement plans and related capital budgets, including five-, ten- and twenty-year priorities, feasibility assessment, lifecycle costing, funding strategies, risk assessment and alignment with CVRD strategic priorities.
- Plans, coordinates and oversees assigned capital projects and strategic initiatives in accordance with project management, procurement, budgeting, asset management, environmental, risk management, quality assurance and occupational health and safety principles.
- Supports tendering, negotiation, contract award and contract administration for consultants, contractors, equipment suppliers and service providers in collaboration with designated project leads and procurement staff.

- Provides assistance to other recreation operation managers on various capital and maintenance projects

Strategic Planning

- Supports the Senior Manager and provides input into the development, coordination, and implementation of Recreation Services strategic initiatives, including long-range service and facility planning, community needs assessments and regional recreation planning.
- Provides advice, reports and recommendations to the Senior Manager, General Manager and Comox Valley Recreation Commission regarding capital priorities, infrastructure needs, service trends, operating impacts, community demand and strategic recreation initiatives.
- Provides strategic advice and support on complex recreation matters, including infrastructure concerns, service pressures, community impacts, partner expectations, complaints and issues with regional significance or precedent-setting implications.

Climate Action, Sustainability, and Accessibility

- Supports asset management, greenhouse gas emissions reduction, energy efficiency and decarbonization initiatives for Recreation Services in collaboration with operations managers, corporate asset management staff, climate action staff and other internal partners.
- Supports inclusive recreation service delivery through diversity, equity and inclusion practices, accessibility considerations and the Truth and Reconciliation Commission Calls to Action, as relevant to local government recreation services.

Policy, Program, and Funding

- Researches, prepares and supports applications for grants and other external funding opportunities related to capital projects, decarbonization, accessibility, asset renewal, community recreation development and regional strategic initiatives.
- Provides management oversight of CVRD Community Services grant programs, including program planning, application processes, evaluation frameworks, funding recommendations, reporting requirements and policy alignment.

Partnership, Community Development, and Intergovernmental Relations

- Builds and maintains effective relationships with member municipalities, School District 71, First Nations where appropriate, non-profit organizations, rural community hall operators, other levels of government and external agencies to advance shared recreation and community service objectives.

- Supports community recreation development, including strategic planning support for rural community hall operators and community-based organizations that provide rural recreation services.
- Represents the CVRD in meetings with municipal and public partners, community organizations, interest groups, contractors, consultants, elected officials, government agencies and members of the public on recreation planning, capital projects and strategic initiatives.

Leadership, Collaboration, and Emergency Support

- Facilitates cross-departmental collaboration with recreation operations, finance, procurement, engineering, facilities, communications, asset management, climate action and corporate services to support effective project planning and implementation.
- Provides leadership through effective coordination, influence, problem-solving, facilitation, and relationship management across multidisciplinary teams.
- Provides direction to staff, consultants, contractors, and project teams, as assigned and fosters constructive working relationships and supports a culture of accountability, collaboration, service excellence, and continuous improvement.
- Assists the CVRD in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Governance and Financial Accountability

- Prepares clear, evidence-based reports, presentations, briefing materials, and recommendations for the Senior Manager, General Manager, Comox Valley Recreation Commission, and other internal decision-makers.
- Supports sound financial stewardship through effective budget development, project cost control, lifecycle planning, and funding analysis.
- Maintains current knowledge of trends, best practices, legislation, regulations and standards related to recreation planning, capital project delivery, asset management, climate action, accessibility, public sector procurement and local government service delivery.

Undertakes other related duties and responsibilities as required by the Senior Manager.

QUALIFICATIONS

Education, Experience and Certification *(or equivalent combination where acceptable)*

- Bachelor's degree in Recreation Management, Business Administration or related field

- Certified Project management certification or demonstrated equivalent project-management experience; asset management and local government certifications are assets.
- Minimum five years' relevant progressive experience capital planning, asset management, project delivery preferably in recreation services, local government, or a comparable public-sector environment.
- Experience working with community organizations to support the development of community projects, would be an asset
- Emergency management training preferred
- Valid BC driver's license (Class 5)

Knowledge, Abilities and Skills

- Demonstrated knowledge of governance, legislative, procurement, and accountability requirements that influence local government decisions
- Demonstrated knowledge and understanding of project management principles and processes including long-range capital planning and asset management
- Ability to understand how operational, financial, service-delivery, regulatory, and community considerations interact—and to use that understanding to make practical, sustainable decisions in the public interest.
- Ability to assess the full financial implications of recommendations, including capital costs, operating impacts, lifecycle costs, revenue opportunities, grant conditions, and long-term affordability
- Ability to understand how services, facilities, staffing, assets, and partnerships contribute to organizational and community outcomes
- Ability to develop sound business cases and evaluate options using cost, risk, benefits, service levels, and public value
- Ability to analyze individual initiatives in the context of the bigger picture, identify issues, provide advice and escalate situations when necessary.
- Ability to communicate effectively and proficiently both in writing and oral
- Ability to communicate both technical and sensitive information to a diverse audience
- Ability to develop and maintain effective and productive relationships with managers, employees, the provincial and other local governments, elected officials, the public, and other rights holders
- Excellent consultative, facilitation, consensus building, conflict resolution, negotiation and mediation skills and the ability to represent the CVRD with the upmost of diplomacy, professionalism and tact
- Solid administrative, organizational, and problem-solving skills
- Demonstrated effective leadership and interpersonal skills

- Demonstrated advanced level skills with Microsoft Office Suite, with emphasis on presentations, project management and word processing. Strong utilization skills with Adobe Acrobat, Explorer, web utilization skills, Microsoft 360 and SharePoint applications

EMPLOYEE SIGNATURE

This is to certify that I have read this job description:

Print Name

Signature

Date