



MUNICIPALITY OF
West Elgin

Supervisor – Port Glasgow Trailer Park

The Municipality of West Elgin is a dynamic, community-focused organization seeking a motivated, organized, and dedicated leader for the role of Supervisor for Port Glasgow Trailer Park. Reporting directly to the Manager of Infrastructure and Development, this crucial position ensures safe, efficient, and customer-focused service delivery while maintaining park facilities, infrastructure, and grounds in accordance with municipal policies, applicable legislation, and asset management best practices. If you have a solid understanding of local government functions, excellent interpersonal skills, and strong organizational skills, we encourage you to apply.

Key Responsibilities:

- Oversee daily operations of the municipal trailer park.
- Prepare operational reports, assist with annual budgeting, capital planning, and asset management.
- Oversee general maintenance of grounds and facilities, maintain park cleanliness, and recreational amenities.
- Staff supervision such as training, scheduling and evaluations.

Qualifications:

- Postsecondary education in Parks & Recreation, Municipal Operations, Asset management, Property Management, or a related field preferred.
- 2-5 years' experience in park, campground, property, facility, or municipal operations.
- Experience in customer service and infrastructure management.
- Strong administrative, organizational and record-keeping skills.
- Proficiency in Microsoft office and booking/financial systems.
- A minimum of two (2) years of experience involving contact with the public, preferably in a public service environment.

Working Conditions:

- Ability to work flexible hours including evening, weekends, and on-call shifts during peak season. (24/7 during peak season)
- Off season availability as required.

- Combination of office and outdoor work in varying weather conditions.
- Daily interaction and support for the public

A full job description can be found on the Municipality of West Elgin website – www.westelgin.net

Salary range based on Band 7: \$77,706.06 - \$94, 540.97.

Interested applicants are invited to submit a cover letter and resume addressing their qualifications and work experiences, marked confidential, no later than **12:00 pm, Thursday, March 19, 2026** to jobs@westelgin.net.

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 519-785-0560. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Municipality of West Elgin, we will endeavour to make such accommodations.