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## NEW BRIGHTON RESIDENTS ASSOCIATION JOB POSTING

### Full-time Maintenance Employee

**Hourly Rate: \$16 - \$18/hour**

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**OUR MISSION:** *"To enhance the quality of life in our community of New Brighton."*

**OUR VALUES:** *Inclusion, Financial Accountability, Integrity, Responsibility, Enthusiasm*

**ABOUT US:** The New Brighton Residents Association (NBRA) is a not-for-profit organization established to professionally manage and operate several of New Brighton's community features. Operated by the NBRA, the New Brighton Clubhouse is a year round recreational facility, consisting of a 6500 square foot building. Also on site are; 2 tennis courts, a beach volleyball court, basketball courts, a splash park, playground, and a hockey rink. The Bell Tower amenity, pond fountains, and community entrances are among a few of the other community features maintained by the NBRA.

**OUR TEAM:** The New Brighton Residents Association has a unique environment with a dedicated, highly skilled workforce that has a proven foundation built on mutual respect. Each employee brings unique skills and has a measurable and essential contribution to help achieve the Company's common goals. Above all, while working safely, employees must focus on continuously achieving quality standards in everything they do in order to meet and even exceed the NBRA's customers' expectations.

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**SCOPE OF RESPONSIBILITY:** The New Brighton Residents Association (NBRA) is seeking a Full-time maintenance worker. This position is responsible for the day-to-day landscaping and maintenance of the grounds, amenities and other areas of the facility.

**AUTHORITY:** Full-time Maintenance Employees will report directly to the Facilities & Amenities Leader of the NBRA.

**HOURS OF WORK:** Monday –Friday 8hrs/day (with ½ hour paid lunch), hours of work to be confirmed by the Facility & Amenities Leader

**SPECIFIC DUTIES:** Without limiting the generality of the foregoing, Full-time Maintenance Employee is responsible for performing the following specific tasks:

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- Responsible for the opening/closing of the facility
- Assist with all responsibilities in maintaining the NBRA facility, grounds and specific equipment
- During Winter months, assist in snow removal and sanding of icy steps and/or walkways around the NBRA premises and other areas as determined by the NBRA
- During Summer months, assist in mowing/trimming of turf, garbage pickup, hedge trimming, tree and shrub pruning, weed control, watering, laying sod, seeding, tree and shrub planting and general landscaping on all NBRA sites
- Assist with the operation of the Splash Park during the summer, this will require atmospheric testing and routine maintenance
- General building maintenance and cleaning
- Complete various repairs and maintenance as required
- Equipment preventative maintenance
- Ice maintenance in outdoor rinks, including the operation of a Zamboni
- Operates vehicles and equipment necessary to perform grounds maintenance and landscaping duties
- Ensures safe working procedures and conditions exist at all times
- Conforms to all NBRA regulations, guidelines, policies and procedures
- Adheres to the NBRA Safety Program at all times



- Monitor and enforce the housekeeping and safety standards
- Conducts self in an appropriate manner while carrying out duties while representing the company
- Communicate effectively and courteously with staff, residents, and the general public
- Assist with completing special projects, as designated by the maintenance team supervisors
- Other related duties as assigned

#### QUALIFICATIONS:

- Valid class 5 Drivers License with a clean driver's abstract
- Able to work outdoors in all weather conditions
- Demonstrates the ability to operate vehicles, light mowing equipment, power trimmers, snow removal equipment, etc.
- Good physical condition which will involve lifting, prolonged bending, crouching, kneeling and on occasion climbing – ability to lift 60lbs
- Self-motivated, punctual and reliable
- Ability to prioritize tasks
- Ability to work unsupervised
- Bondable, with the ability to work individually or in a team environment
- CPR & First-Aid training considered an asset

#### ADDITIONAL COMPENSATION:

- 3 Weeks paid vacation for the first 5 years of service, 4 thereafter
- Cost Share Group Benefits Plan (upon completion of 3 months' probation)
- \$500 Annual Health Spending Allowance (upon completion of 3 months' probation)
- \$2000 RRSP Matching Plan (upon completion of 3 months' probation)
- RA Rewards Program
- Training and Development Opportunities

#### TO APPLY:

Interested applicants are asked to submit a resume and cover letter detailing relevant experience, qualifications, and wage expectations to the General Manager by emailing: [gm@nbra.ca](mailto:gm@nbra.ca) or via fax 403-781-6611. **Only those applicants who follow the directions listed will be considered.** Please note that all candidates selected for the interview process will be required to provide a minimum of 3 work related references. The successful candidate will be required to provide a clear background check, and a clean driver's abstract on the first day of employment. Only those applicants who are being considered for an interview will be contacted.