



**NEW BRIGHTON RESIDENTS ASSOCIATION JOB POSTING**  
**Summer Landscape Employee 2022**  
**Hourly Rate: \$15-\$17/hour**

**OUR MISSION:** *“To enhance New Brighton’s sense of community by providing facilities, amenities, programs, and events.”*

**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.

**SCOPE OF RESPONSIBILITY:** The New Brighton Residents Association (NBRA) is seeking an individual to perform facility maintenance & landscaping, Monday-Friday 8:00am – 4:30pm (1/2 hour unpaid lunch). This seasonal (May - September) position is responsible for the day-to-day landscaping and maintenance of the grounds, amenities and other areas of the facility.

**AUTHORITY:** All Summer Landscape will report directly to the Maintenance Foreman & Safety Officer of the NBRA.

**HOURS OF WORK:** 8:00 am – 4:30 pm (1/2 hour unpaid lunch); Monday-Friday

**SPECIFIC DUTIES:** Without limiting the generality of the foregoing, the Summer Landscape Employee is responsible for performing the following specific tasks:

- Assist with all responsibilities in maintaining the NBRA facility, grounds and specific equipment
- Complete landscaping tasks, such as: 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
- Ensure completion of daily goals by the team
- Assist with all responsibilities in maintaining the NBRA facility, grounds and specific equipment
- General building maintenance and cleaning, as needed
- Complete various small repairs and maintenance, as required
- Equipment preventative maintenance
- Operate 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, and Covid-19 protocol
- Adheres to the NBRA Safety Program at all times



- Monitor and enforce all housekeeping and safety standards
- Conducts self in an appropriate manner while carrying out duties while representing the company
- Be an ambassador for the NBRA, by communicating effectively and courteously with staff, residents and the general public
- Assist with completing special projects, as designated by the Supervisors
- Other related duties as assigned

#### QUALIFICATIONS:

- Valid class 5 Drivers License with a clean driver's abstract
- Satisfactory criminal background check
- Able to work Saturday, July 16, 2022 for the New Brighton Stampede Breakfast event
- Able to work additional shifts as required
- Minimum 1 summer of experience in landscaping is an asset
- Able to work 1 or 2 prescheduled weekend days for special events or training
- Demonstrates 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
- Able 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
- Able to work outdoors in all weather conditions
- CPR & First-Aid training considered an asset

#### ADDITIONAL COMPENSATION:

- Training and development opportunities

#### TO APPLY:

Interested applicants are asked to submit a **resume and cover letter** detailing relevant experience, qualifications, and salary expectations to the Facility and Amenities Leader by emailing: [maintenance@nbra.ca](mailto:maintenance@nbra.ca) by **March 18<sup>th</sup>, 2022**. Please note that all candidates selected for the interview process will be required to provide a minimum of 2 work related references. A clear background check and a clean driver's abstract will also be required upon hire.