



NEW BRIGHTON RESIDENTS ASSOCIATION JOB POSTING

Safety & Facility Foreman

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 the role of **Safety & Facility Foreman**. This position will be responsible for establishing, maintaining, and running the NBRA Safety Program, as well as assisting with the day-to-day operations of the facility. In addition they will be responsible for supervising staff and ensuring both preventative and routine maintenance is performed on a regular basis.

AUTHORITY: The Safety & Facility Foreman will report directly to the Facility and Amenities Leader of the NBRA.

HOURS OF WORK: Tuesday – Friday; 6:00am-4:00pm (compressed work week), with "on-call" rotation

SPECIFIC DUTIES: Without limiting the generality of the foregoing, the Safety & Facility Foreman is responsible for performing the following specific tasks:

Safety Program Leader:

- Update safety program as required
- Train staff on all safety program requirements
- Collect all equipment checks, daily logs, inspection reports, and all other safety documentation
- Ensure all check sheets are up to date and completed
- Train staff in WHMIS
- Ensure toolbox and safety meetings are being completed on a daily basis
- Complete fire drills on a regular basis with all staff
- Review Emergency Response Plan on an annual basis with ALL staff
- Ensure first aid kits are in required locations and that they are replenished when required
- Review all close calls, incidents, spills, and first aid
- Ensure staff are completing hazard assessments and other appropriate documentation
- Participate and lead inspections for all incidents or occurrences
- Update and implement necessary changes to the NBRA Safety Program
- Enforce and monitor compliance of all employees with the NBRA safety program
- Ensure safe work procedures and conditions exist at all times, this will include completing site hazard assessments
- Monitor and enforce all housekeeping and safety standards



New Brighton Residents Association ~ 2 New Brighton Drive, SE T2Z 4B2 ~

~ www.newbrighton-connect.com ~ 403-781-6613

Facility Maintenance:

- General building maintenance/cleaning to ensure the facility is operating at maximum standard at all times
- Complete daily, weekly, and monthly inspections for various components of the building/park
- Complete various repairs and maintenance as required, on both vehicles/equipment and facility
- Perform equipment preventative maintenance, and ensure that all equipment is in good working order
- Operates vehicles and equipment necessary to perform grounds maintenance and landscaping duties
- Assist with the operation of the Splash Park during the summer, this will require water quality testing and routine maintenance
- Order all supplies needed to clean/maintain the facility
- Complete snow removal and sanding of icy steps and/or walkways around the NBRA premises and other areas as determined by the NBRA
- Pleasure Skating and Hockey Rink ice maintenance, including the operation of a Zamboni
- Conform to all NBRA regulations, guidelines, policies and procedures
- Be an ambassador for the NBRA, by communicating effectively and courteously with staff, residents, and the general public
- Complete all assigned tasks in a professional and diligent manner
- Other related duties as assigned

Team Supervision:

- Assist the Facility & Amenities Leader in leading the maintenance team employees to successfully complete all of the responsibilities in maintaining the NBRA facility, grounds, NBRA Safety Program, and specific equipment
- Assist in leading a team of landscape laborers 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 the Facility & Amenities Leader to organize and delegate tasks for maintenance team members, to ensure company demands are being met in a timely manner
- Assist with training new employees and monitor their performance on an on-going basis
- Engage in the "on-call" schedule to offer team support on evenings and weekends
- Monitor and enforce all housekeeping and safety standards

QUALIFICATIONS:

- Post-secondary education in Recreation Administration, Physical Education or Facility Management or closely related field of study and/or equivalent work experience
- Demonstrated ability in increasing revenue and membership benefits
- Demonstrated ability in staff management and supervision, recreation program planning, and facility maintenance
- Excellent computers skills paired with a working knowledge of recreation administration programs
- Strong leadership, management and coaching skills along with an extensive knowledge of financial and project management
- Above average problem solving, negotiation and conflict resolution skills are required with exceptional interpersonal, public relations, presentation, verbal and written communication skills
- Familiar with appropriate legislation - Occupational Health & Safety, Privacy Act, etc.
- CPR and First Aid Training.
- Bondable
- Valid Alberta drivers license

ADDITIONAL COMPENSTATION:

- 3 weeks of vacation for the first five years, 4 weeks of vacation for each year thereafter
- Cost Share Group Benefits Plan
- RRSP optional program matching up to \$2,000 annually

TO APPLY:

Interested applicants are asked to submit a resume and cover letter detailing relevant experience, qualifications, and salary expectations to the General Manager by emailing: gm@nbra.ca or via fax 403-781-6611 by May 30th, 2025. Please note that all candidates selected for the interview process will be required to provide a minimum of 3 work related references, a clear background check, and a clean driver's abstract at the interview.