

MAINTENANCE LABOURER

The Livingston Homeowners Association (LHOA), is a non-profit organization, which is professionally managed and maintained to ensure Livingston's community features, amenities and The Hub facility will continue to be both esthetically pleasing and conveniently available for the long term use of its residents. The LHOA also offers many sports, fitness, and recreation programs for all age groups, throughout the year.

The Maintenance Labourer's role will be to provide day to day maintenance of the facility, parks, landscaping and maintenance, under the direction of the Facilities & Amenities Manager.

Reports to: Facilities & Amenities Manager

Responsibilities:

- Assist with all responsibilities in maintaining the LHOA facility, grounds and specific equipment.
- Maintain summer landscaping: mowing, trimming, planting, weeding, etc.
- Maintain winter landscaping: snow removal, ice removal, Christmas light installation & removal, etc.
- General building maintenance;
- Complete various repairs and maintenance as required;
- Equipment preventative maintenance;
- Ice maintenance in outdoor rinks;
- Operate vehicles and equipment necessary to perform grounds maintenance and landscaping duties.
- Ensure safe working procedures and conditions exist at all times;
- Conform to all LHOA regulations, guidelines, policies and procedures;
- Monitor and enforce when necessary, the housekeeping and safety standards being maintained;
- Conduct self in an appropriate manner while carrying out duties while representing the company
- Be an effective public relations person for LHOA and communicate effectively and courteously with staff, residents, and public;
- Other duties as required

Qualifications:

- Previous experience in landscaping, parks, and building maintenance are an asset
- Previous experience in ice maintenance and Zamboni operations are an asset
- Be physically fit and able to lift up to 60 lbs
- Valid Alberta Driver's License
- Strong problem solving and conflict resolution skills
- Ability to work independently and unsupervised as well as with a team
- Excellent organizational and time management skills
- Must enjoy working in a fast paced, challenging and changing work environment
- Current Standard First Aid with CPR Certificate
- Successful completion of a Police Information Check with vulnerable sector check

Compensation:

\$15.00 – 18.00 based on experience and qualifications. This is a part time position that includes evenings and weekends. Interested applicants are invited to forward their cover letter and resume to General Manager at gm.livingstonhoa@gmail.com While we appreciate all interested parties, only successful applicants will be contacted.