

Maintenance Foreman (6 month Temporary Contract)

The Livingston Homeowners Association (LHOA), is a non-profit organization, which is professionally managed and maintained to ensure Livingston 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.

This position will be responsible for supervising staff and ensuring both preventative and routine maintenance is performed on a regular basis as well as assisting with the day-to-day operations of the facility. This is currently a 6-month temporary full-time roll with the possibility of permanent afterwards.

Reports to: Facility & Amenities Manager

Responsibilities:

- Responsible for opening/ closing of the facility
- 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 atmospheric testing and routine maintenance
- Complete snow removal and sanding of icy walkways and paths around the Hub premises and other areas as determined by the LHOA
- Pleasure Skating and Hockey Rink ice maintenance, including the operation of an Olympia
- Assist the Facility & Amenities Manager in leading the maintenance team employees to successfully complete all of the responsibilities in maintaining the LHOA facility, grounds, amenities, LHOA Safety Program, and specific equipment
- Lead projects to completion with in an established time frame
- Lead 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 LHOA sites
- Assist the Facility & Amenities Manager 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
- Conform to all LHOA regulations, guidelines, policies and procedures
- Be an ambassador for the LHOA, 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

Qualifications:

- Post-secondary education in Facility Management or closely related field of study and/or equivalent work experience is considered an asset
- Demonstrated ability in staff management and supervision, as well as facility maintenance
- Excellent computers skills paired with a working knowledge of 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 – Alberta Occupational Health and Safety
- Current CPR and First Aid Certification
- Valid Alberta driver's license

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- Excellent team player and ability to work in a dynamic office environment
- Must be a reliable self-starter, able to make decisions and function with minimum supervision
- Successful completion of a criminal record check

Compensation: Compensation to commensurate with experience. This is a full time 6-month temporary position, Monday to Friday (4-10 hour days to be determined) with evenings and weekends required for events / meetings.

Interested applicants are invited to forward their cover letter and resume to resumes@livingstonhub.ca. We appreciate all interested parties, only successful applicants will be contacted.