

## Lead Hand (Maintenance Department)

---

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.

**Position Summary:** The Livingston Homeowners Association is seeking a dependable and experienced Lead Hand to support daily operations and provide on-site leadership for facility and grounds services. This is a hands-on leadership role that works closely with the Facility Manager and alongside Foremen to ensure high standards of maintenance, safety, and service across LHOA facilities and amenities.

The Lead Hand plays a key role in coordinating maintenance staff activities, maintaining facilities and grounds, and ensuring work is completed efficiently and to standard. This position includes regular weekend daytime shifts.

**Reports to:** Facility Manager & Facility Foreman

### Responsibilities:

- Provide day-to-day leadership and direction to maintenance and operations staff during assigned shifts
- Act as a point of contact on-site in the absence of a Foreman or Facility Manager
- Coordinate and prioritize daily work assignments to ensure operational needs are met
- Perform hands-on maintenance, repairs, and grounds work as required
- Monitor work quality, safety practices, and adherence to established procedures
- Assist with training and mentoring of staff
- Identify maintenance issues and report concerns, incidents, or resource needs to the Facility Manager
- Support special projects, events, and seasonal operations
- Ensure facilities and common areas are clean, safe, and well-maintained

### Qualifications:

- Previous experience in a maintenance, facilities, or operations environment
- Demonstrated leadership or supervisory experience is strongly preferred
- Strong communication and organizational skills
- Ability to work independently and make sound decisions on-site
- Physically able to perform manual labor and operate tools and equipment
- Knowledge of workplace safety practices
- Availability to work weekend daytime shifts and flexibility to support other shift coverage when necessary
- Must have a class 5 driver's license and possess a clear driver's abstract
- Successful completion of a criminal record check

### Assets:

- Knowledge of the Livingston community
- Experience working in a nonprofit, community association, or HOA setting
- Current Standard First Aid with CPR Certificate

### Why Join Us?

- Flexible hours
- Collaborative, supportive team environment
- Meaningful work that strengthens community connections
- Opportunity to play a leadership role within a community-focused organization
- Supportive team environment
- Opportunity to showcase creativity and make a difference in a growing neighborhood

## Lead Hand (Maintenance Department)

---

**Compensation:** Compensation to commensurate with experience. This is a full-time position including weekend coverage (40 hours/week), with some schedule flexibility with evenings required for events/ meetings. After 3 months, includes three (3) weeks of vacation for the first five years, four (4) weeks of vacation for each year thereafter, Cost Share Group Benefits Plan, RRSP optional program matching up to \$2,000 annually.

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