



**Job Title:** Facility and Grounds Maintenance Worker (Seasonal, Part-Time)

**Organization:** Tuscany Residents Association

**Job Type:** Part-time, Seasonal

**Pay:** From \$18.00 per hour

**Expected Hours:** Up to 20 hours per week

**Work Location:** In person

### **A. Scope of Responsibility**

The Facility and Grounds Maintenance Worker is responsible for the day-to-day inspection, repair, and maintenance of the facility building, grounds, and amenities.

### **B. Authority**

This position reports to the Parks/Facility Manager or Supervisor and is responsible for duties as outlined herein, as well as other tasks as assigned.

### **C. Specific Duties**

Key responsibilities include, but are not limited to:

- Providing exceptional customer service and representing the organization professionally, including wearing the provided staff uniform.
- Working safely by using proper safety equipment and reporting any deficiencies.
- Adhering to and enforcing all Tuscany Residents Association rules and regulations.
- Maintaining accurate maintenance logs (daily reports, equipment logs, safety meeting reports, weekly reports).
- Cleaning and maintaining the building and grounds, including offices, bathrooms, hallways, kitchen, gymnasium, and outdoor areas.
- Performing general horticulture tasks: mowing, pruning, weeding, hedge trimming, flowerbed design, fertilizer/pesticide application, and maintaining flowerbeds throughout the community.
- Maintaining, cleaning, and performing minor repairs on equipment and vehicles.
- Operating equipment and vehicles safely and reporting any issues.

- Setting up, taking down, and maintaining splash park equipment, fire pit systems, park furniture, seasonal maintenance equipment, and attachments.
- Winterizing and de-winterizing water lines, fountain lines, splash park concrete pads, hockey rink concrete pads, irrigation lines, and exterior water fixtures.
- Inspecting and repairing splash park and hockey rink concrete pads, including replacement of flexible expansion joints.
- Managing water quality in accordance with Alberta Environment permits, including testing and submitting samples.
- Building and maintaining natural ice surfaces and using the Olympia Ice Resurfacing Machine.
- Clearing snow from all concrete areas, parking lots, and ice surfaces.
- Servicing sports amenities according to seasonal procedures, including set-up, take-down, cleaning, and maintenance.
- Installing, maintaining, and taking down seasonal displays (summer plants, Christmas lights, decorations).
- Leading maintenance department safety initiatives and participating in the safety committee.
- Completing required training for career growth as directed.
- Assisting with set-up and clean-up for programs and special events.
- Opening and locking the facility according to procedures.

## **Preferred Qualifications**

- **Education:** Secondary School (preferred)
- **Experience:** Minimum 1 year in facility and landscape maintenance (required)
- **Language:** English (preferred)
- **Licence/Certification:** Class G Licence (preferred)

## **Apply Now:**

To join our dedicated grounds maintenance team, **email your application to [facilitymanager@tuscanyclub.ca](mailto:facilitymanager@tuscanyclub.ca)**