



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**