



NEW BRIGHTON RESIDENTS ASSOCIATION JOB POSTING
Maintenance Foreman & Safety Officer
15 Months Maternity Coverage
Salary Range: \$44,000 - \$48,000

OUR MISSION: *"To enhance New Brighton's sense of community by providing facilities, amenities, programs, and events."*

OUR VALUES: *Inclusion, Financial Accountability, Integrity, Responsibility, Enthusiasm*

ABOUT US: The New Brighton Residents Association (NBRA) is a not-for-profit organization established to professionally manage and operate several of New Brighton's community features. Operated by the NBRA, the New Brighton Clubhouse is a year round recreational facility, consisting of a 6500 square foot building. Also on site are; 2 tennis courts, a beach volleyball court, basketball courts, a splash park, playground, and a hockey rink. The Bell Tower amenity, pond fountains, and community entrances are among a few of the other community features maintained by the NBRA.

OUR TEAM: The New Brighton Residents Association has a unique environment with a dedicated, highly skilled workforce that has a proven foundation built on mutual respect. Each employee brings unique skills and has a measurable and essential contribution to help achieve the Company's common goals. Above all, while working safely, employees must focus on continuously achieving quality standards in everything they do in order to meet and even exceed the NBRA's customers' expectations.

SCOPE OF RESPONSIBILITY: The New Brighton Residents Association (NBRA) is seeking an individual to perform the role of **Maintenance Foreman / Safety Officer in the capacity of Maternity Coverage from August 21st 2017 – November 10th 2017.** 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 and community. This position will also be responsible for establishing, maintaining, and running the NBRA Safety Program. This role consists of 80% field duties and 20% office duties.

AUTHORITY: The Maintenance Foreman/Safety Officer will report directly to the **Parks and Amenities Supervisor** of the NBRA.

HOURS OF WORK: Tuesday – Thursday; 7:00am-5:00pm & Fridays from 6:30am-4:30pm (compressed work week), with "on-call" rotation

SPECIFIC DUTIES: Without limiting the generality of the foregoing, the Maintenance Foreman/Safety Officer is responsible for performing the following specific tasks:

Safety Program Leader:

- Update the NBRA safety program as required
- Train all employees on all safety program requirements
- Collect all equipment checks, daily logs, inspection reports, and all other safety documentation
- Ensure all check sheets are up to date and completed
- Train staff on WHMIS
- Ensure toolbox and safety meetings are being completed on a weekly/daily basis
- Complete fire drills on a regular basis with all staff
- Review Emergency Response Plan on an annual basis with ALL employees
- Ensure first aid kits are in required locations and that they are replenished when required
- Review all close calls, incidents, spills, and first aid
- Ensure staff are completing hazard assessments and other appropriate documentation
- Participate and lead inspections for all incidents or occurrences



- Update and implement necessary changes to the NBRA Safety Program
- Enforce and monitor compliance of all employees with the NBRA safety program
- Ensure safe work procedures and conditions exist at all times, this will include completing site hazard assessments
- Monitor and enforce all housekeeping and safety standards

Winter Duties:

- Complete snow removal and sanding of icy walkways around the NBRA premises and other areas as determined by the NBRA Board of Directors
- Ensure all staff are trained on the equipment and policy to complete snow removal
- Ensure all snow removal is completed within a maximum of 72 hours
- All Pleasure Skating and Hockey Rink ice maintenance, including the operation of a Zamboni

Landscaping Duties:

- Complete orientation and on-boarding process with the NBRA Summer Landscaping Team
- Train the summer landscaping team on all equipment and landscaping techniques
- Lead, manage, and supervise the NBRA Summer Landscape Team in completing such tasks as: mowing/trimming, garbage pickup, hedge trimming, tree and shrub pruning, weed control, watering, laying sod, seeding, planting, tree and shrub planting, graffiti removal, and general landscaping on all NBRA sites

Team Supervision:

- Assist the Parks & Amenities Supervisor in leading the maintenance team employees to successfully complete all of the responsibilities in maintaining the NBRA facility, grounds, NBRA Safety Program, and specific equipment
- 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 NBRA sites
- Assist the Parks & Amenities Supervisor 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
- Assist the Parks & Amenities Supervisor to complete annual performance reviews for all maintenance employees
- Engage in the “on-call” schedule to offer team support on evenings and weekends
- Monitor and enforce all housekeeping and safety standards

Parks & Amenities Supervisor Support:

- Assist with general building maintenance/cleaning to ensure the facility is operating at maximum standard at all times
- Complete various repairs and maintenance as assigned by the Parks & Amenities Supervisor
- Assist the Parks & Amenities Supervisor to perform equipment preventative maintenance, and ensure that all equipment is in good working order
- Operate 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
- Conform to all NBRA regulations, guidelines, policies and procedures
- Be an ambassador for the NBRA, by communicating effectively and courteously with staff, residents, and the general public
- Complete all assigned tasks in a professional and diligent manner

- Complete all duties of the Parks & Amenities Supervisor in their absence
- 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 Municipal Health and Safety Association, etc.
- CPR and First Aid Training.
- Bondable
- Valid Alberta drivers license

ADDITIONAL COMPENSTATION:

- 3 weeks of paid vacation
- Cost Share Group Benefits Plan
- \$500 Wellness Benefits
- RRSP optional program matching up to \$2,000 annually

TO APPLY:

Interested applicants are asked to submit a resume and cover letter detailing relevant experience, qualifications, and salary expectations to Carla Nikli, General Manager by emailing: gm@nbra.ca or via fax 403-781-6611 by August 21st 2017. Please note that all candidates selected for the interview process will be required to provide a minimum of 3 work related references, a clear background check, and a clean driver's abstract at the interview.