



Parks Manager, The Orchards Residents Association

The Company

The Orchards Residents Association (ORA) is a not-for-profit corporation whose purpose is to manage, maintain and operate The Orchards amenities. The ORA owns, operates and maintains decorative corners throughout the community, including the Orchards 12, 000 square foot recreation facility that is situated on an 8-acre park. The building includes a banquet hall, offices, kitchen, and 3 multi-purpose rooms, skate change room and lease space. The park features; a playground, tennis courts, NHL Outdoor Hockey Rink, Picnic and BBQ areas, toboggan hill, green space, spray park and a pleasure rink.

Position Summary

Reporting to the General Manager, The orchards Residents Association, The parks Manager will be responsible for managing the daily maintenance operations of the Orchards Facility, the grounds and other areas under the umbrella of the Orchards Residents Association.

Key Responsibilities

Without limiting the generality of the foregoing the Parks Manager will be responsible for working with and leading the Landscape/Maintenance Team on the following Operation and Maintenance functions:

- Provide hands on leadership and mentoring of maintenance staff.
- Cultivate a culture of exceptional customer service.
- Recruit, supervise, schedule and terminate maintenance staff.
- Initiate and oversee development and implementation of projects to continue to enhance the facility and amenities.
- Create goals and performance measures to be incorporated into the strategic plan.
- Prepare and manage the annual operating budget and monthly cash forecasts.
- Prepare and review payroll of maintenance staff.
- Purchase capital and operational equipment and supplies within approved limits.
- Review and recommend invoices for payment.
- Prepare managerial and administrative reports.
- Maintain various policy and procedure manuals.
- General horticultural practices and snow removal
- Ensure all operations of the Residents Association are to the Certificate of Recognition (COR) safety standard.
- Prepare and maintain operations and maintenance plans for the building, equipment, amenities and landscaping.
- Ensure the Team implements the plan to maintain the building, equipment, amenities, and landscaping, and other areas of the community to a professional standard.
- Schedule operations of and for the building within approved limits.
- Maintain safety, operations and procedure manuals.



- Maintain an equipment preventative maintenance program.
- Creating and managing an operations and maintenance plan for the amenities, equipment, and park
- Creating and managing an equipment preventative maintenance program.
- Maintaining accurate, detailed logs
- Coordinating system repairs/ services (that are outside of ORA's scope) with contractors
- Developing strategies and action plans for successful life cycle
- Installing, operating, and maintaining amenities, including outdoor ice surface and spray park maintenance.
- Maintaining exceptional landscape maintenance
- General horticultural practices and snow removal
- Enforcing rules and regulations of the park and amenities
- On-call to respond to calls in an appropriate and efficient manner

The Parks Manager will also ensure that the Association is compliant with legislation, completes criminal background checks on all maintenance staff, establishes and maintains the highest level of work safety practices, publicizes programs and events to Members, and attends events.

Qualifications

- Education in Horticulture and/or significant turf management/ landscaping experience
- Experience with Safety Program implementation and management, including extensive knowledge of OH&S standards and WHMIS
- Knowledge of irrigation system operations and maintenance
- Experience building and maintaining outdoor ice surfaces
- Excellent organizational, leadership, training, and time management skills
- Experience operating various equipment (tractors, utility vehicles, light mowing equipment, Zamboni, snow removal equipment, etc.)
- Good oral and written communication skills and basic computer skills
- Problem solving, negotiations, and conflict resolution skills
- Able to work independently or as part of a team
- Able to work outdoors in all weather conditions
- CPR & First Aid Certification
- Valid call 5 Driver's License with a clean driver's abstract
- Satisfactory criminal background check

Hours of Work

- Shifts include evening, weekends, and Statutory Holidays. The following description does not include any unforeseen circumstances that require extra attention.
- On Call to provide support and assist with emergencies during park hours and after hours.



Apply Now

Salary will commensurate with qualifications and experience and includes a comprehensive benefits package.

If you are looking to be part of an award winning and leading organization, and meet or exceed our qualification requirements, please email your resume and cover letter (including salary expectations) to:

Triona Cosgrave, Manager Residents Associations Edmonton, Brookfield Residential

204, 4212 Gateway Blvd NW

Edmonton, AB T6J 7K1

Email: Edmonton.RA@brookfieldrp.com

Closing Date: June 2nd 2017