



## **Job Description**

### **Seasonal Lawn & Maintenance Personnel**

**Join our talented family!**

McKenzie Towne Council (“MTC”) owns, maintains, and manages amenities in the community. It is a private, not-for-profit Residents' Association that sets a desired course for the McKenzie Towne Hall and other shared amenities, to ensure their long-term stability. It is our intent to be Calgary's finest community where people live, work and play.

McKenzie Towne Hall is a central amenity that offers a versatile space for recreation activities, meetings, events, and rental space. The 16,000 sq. ft. building boasts a 125-seating capacity Banquet Hall (divisible into 2 or 3 separate rooms), perfect for weddings, anniversaries, and birthday parties. It also contains a gymnasium, excellent for floor hockey, basketball, and large events.

The administrative offices and maintenance department of the McKenzie Towne Council are also housed in this building. Knowledgeable staff are available 7 days a week. They can answer questions regarding rentals, recreation, drop-in, special events, annual fees, etc.

#### **Description:**

We are looking for Seasonal Lawn & Maintenance Personnel. This position is responsible for the day-to-day landscaping and maintenance of the grounds, amenities, and other areas of the facility.

#### **Reporting:**

The Seasonal Lawn & Maintenance Personnel will report directly to the Parks & Facility Manager under the direction of the General Manager of MTC.

#### **Hours of Work:**

Monday – Friday 8hrs/day (with ½ hour unpaid lunch). Work evenings and/or weekends as required. Hours of work to be confirmed by the Parks & Facility Manager. Contract length: 6 months beginning March 31, 2025

#### **Duties include:**

- Assist with all responsibilities in maintaining the MTC facility, grounds, and specific equipment
- Complete various repairs and maintenance as required
- General building maintenance and cleaning
- Summer landscaping to complete all required community maintenance, such as mowing/trimming/garbage pickup, weed control, as well as other general landscaping on all MTC sites throughout the community
- Equipment preventative maintenance (check oil, tire pressure, air filters, etc.)
- Ensure safe working procedures and conditions exist at all times
- Conform to all MTC regulations, guidelines, policies, and procedures
- Monitor and enforce housekeeping and safety standards
- Conduct self in an appropriate manner while carrying out duties while representing MTC
- Communicate effectively and courteously with staff, residents, and the general public



- Perform other related duties as assigned

**Qualifications:**

- Valid Class 5 Drivers License with a clean driver's abstract (must provide proof) is considered an asset
- Able to work outdoors in all weather conditions
- Demonstrate the ability to operate vehicles, light mowing equipment, power trimmers, snow removal equipment, etc.
- Ability to lift at least 60lbs
- Self-motivated, punctual, and reliable
- Ability to prioritize tasks and work unsupervised
- Ability to work individually or in a team-oriented environment
- Criminal record check
- Bondable
- Standard CPR and First Aid Training is considered an asset