



## NEW BRIGHTON RESIDENTS ASSOCIATION JOB POSTING

### Full Time- Facility & Amenities Leader

**OUR MISSION:** *"To enhance the quality of life in our community of New Brighton."*

**OUR VALUES:** *Inclusion, Financial Accountability, Integrity, Responsibility and 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. 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 a "hands on" Managerial role as the **Facility & Amenities Leader**. This position manages the NBRA Maintenance team, and is responsible for ensuring the completion of the day-to-day landscaping and maintenance tasks.

**AUTHORITY:** The Facility & Amenities Leader will report directly to the General Manager of the NBRA.

**HOURS OF WORK:** 40 hours, Monday – Thursday; 6:00am-4:00pm with "on-call" responsibility bi-weekly

**SPECIFIC DUTIES:** Without limiting the generality of the foregoing, the Facility & Amenities Leader is responsible for performing the following specific tasks:

**Team Lead:**

- Lead and supervise the NBRA Maintenance Team to maintain the facility, grounds, amenities, and equipment, ensuring safety and compliance with NBRA policies
- Lead maintenance and general landscaping teams on all NBRA sites
- Train and monitor new employees, providing coaching and disciplinary actions as needed.
- Participate in the on-call schedule to support the team evenings and weekends, as required.

**Facility Maintenance:**

- Organize the completion of various repairs and preventative maintenance as required on all vehicles, equipment and the Clubhouse facility
- Develop and implement a system for identifying and completing facility repairs on a routine basis
- Ensure the equipment preventative maintenance program is being completed as scheduled
- Ensure that all equipment/facilities are in good working order at all times
- Operate vehicles and equipment necessary to perform grounds maintenance and landscaping duties
- Operate the Splash Park during the summer, which will require water/chemical testing and routine maintenance
- Build, maintain, and assist in improving a variety of structures found on NBRA property
- Be an ambassador for the NBRA, by communicating effectively and courteously with staff, residents, and the general public
- Schedule all routine maintenance, including: Furnace Servicing, Zamboni inspection, DCVM Testing, etc.
- Schedule contractors to complete required work, as needed
- Submit quarterly reports for Board of Directors review



### ***Safety Program Lead:***

- Ensure safe work procedures and conditions exist at all times, this will include maintaining formal site hazard assessments
- Enforce and monitor compliance of all employees with the NBRA Safety Program
- Collect all equipment checks, daily logs, inspection reports, and all other safety documentation
- Ensure all required safety forms are up to date and completed
- Ensure toolbox and safety meetings are being completed by the Maintenance Foreman
- Update safety program as required
- Train staff on all safety programs such as but not limited to WHMIS and Violence & Harassment training
- Complete fire drills on a regular basis with all staff
- Review Emergency Response Plan on an annual basis with ALL staff
- Participate and lead investigations for all safety close calls, spills, incidents

### ***Landscaping Duties:***

- Train the in-park summer landscaping team on all equipment and landscaping techniques
- Lead the NBRA Summer Landscape Team with tasks such as mowing, garbage pickup, pruning, weed control, watering, planting, graffiti removal, and general landscaping at all NBRA sites.

### ***Winter Duties:***

- Complete snow removal and sanding of icy walkways around the NBRA premises and designated areas
- Ensure all staff are trained on the equipment to complete snow removal
- Ensure all snow removal is completed within a maximum of 24 hours
- Maintain and create the Pleasure and Hockey ice surfaces, including the operation of a Zamboni

### **QUALIFICATIONS:**

- **Minimum 5 years of experience** in a leadership role pertaining to facility maintenance and/or landscaping
- Proven **organizational, leadership, and time management skills**
- Must have moderate **computer skills** and working knowledge of all **Microsoft Office** programs, including Outlook
- Outstanding **written and oral communication** skills
- Valid class **5 Drivers License** with a clean driver's abstract
- Demonstrate ability to **operate utility vehicles/equipment**, snow removal equipment, Zamboni, power trimmers, etc.
- **Good physical condition** which will involve lifting, prolonged bending, crouching, kneeling and on occasion climbing – ability to lift **60lbs**, with the ability to work outdoors in all weather conditions
- Minimum of 1 year experience working in the parameters of an established **Safety Program**
- **Self-motivated, punctual and reliable**
- Strong **attention to detail**, with accuracy and efficiency
- Provide a **clear criminal background** check
- **Certification** or competency in **one of the following trades is considered an asset**: carpentry, mechanics, electrical, landscaping, facility maintenance, or other relevant trade.
- ACSA Safety Courses & Auditor Certification considered an asset

### **COMPENSTATION:**

- Starting ~\$70,000 to be evaluated after probationary period

### **ADDITIONAL COMPENSTATION:**

- 3 Weeks paid vacation for the first 5 years of service, 4 thereafter
- Cost Share Group Benefits Plan (upon completion of 3 month's probation)
- \$500 Annual Health Spending Allowance (upon completion of 3 month's probation)
- \$2000 RRSP Matching Plan (upon completion of 3 month's probation)
- Bi-Annual Bonus Program
- Training and Development Opportunities

**TO APPLY:**

Interested applicants are asked to **submit a resume and cover letter** to the General Manager by emailing: [gm@nbra.ca](mailto:gm@nbra.ca) or via fax 403-781-6611 by May 6<sup>th</sup>, 2025. **The cover letter must include answers to the following three questions\***:

- 1) What work experience/qualifications do you have that makes you an eligible candidate for this role?
- 2) What is your leadership style and why is it effective?
- 3) What do you feel will be the most challenging aspect of this role?

\*Only applicants who follow these instructions will be considered for the role.