



## **Cranston Residents Association**

### **SCOPE OF RESPONSIBILITY**

The Maintenance Foreman (“MF”) of the Century Hall shall be responsible for the day-to-day maintenance of the Century Hall and other areas under the umbrella of the Cranston Residents Association.

### **AUTHORITY**

The MF reports to the General Manager and Facilities Manager, receives his /her authority from him/her and is responsible for the areas outlined herein and other duties as determined from time to time.

### **SPECIFIC DUTIES**

Without limiting the generality of the foregoing, the MF is responsible for performing the following specific tasks:

#### *HUMAN RESOURCE MANAGEMENT*

- Supervision and the training of maintenance staff. In the summer the primary focus will be the staff assigned to the City Landscape Maintenance Agreement and the Carma Contract (Seasonal Maintenance Staff).
- Taking complaints in a professional manner and communicating them to the General Manager.
- Ensure that staff members under his/her direct supervision are knowledgeable in the areas of safety and are working in a safe environment. Any problems should be reported directly to the General Manager.

#### *MAINTENANCE*

- Ensure that the operation and maintenance schedule for maintenance equipment is followed.
- Administer the plan developed for maintaining the grounds and facilities.
- Maintain the City of Calgary properties in accordance with the Landscape Maintenance Agreement between the City of Calgary and the Cranston Residents Association. This includes keeping the City logbook up-to-date.
- Maintain the Carma contract properties in accordance with the Landscape Maintenance Agreement between Carma and the Cranston Residents Association. This includes keeping the logbook up-to-date.
- Treatment of the “Splash Park” water in accordance with Alberta Environment Department permits and conditions.
- During the off season (September to April) the MF’s role will change to more of hands on position because of limited staff available during this time. Such duties will include: snow removal; sanding of icy steps and/or walkways around the CRA premises and other areas as determined by the CRA; installation of Christmas Lights; pruning; creating and maintaining the ice surfaces; cleaning the facility on a daily basis; and any other duties as required or directed by the General Manager.

#### *COMMUNICATION*

- Report to the General Manager on a daily basis.
- Organize the distribution of notices/newsletters/statements to the membership on a regular basis.

#### *ON CALL*

- To be available via land phone line or cell phone.
- Respond to calls in an appropriate and efficient manner.

## **QUALIFICATIONS**

The individual selected for the MF position will possess experience with horticulture, maintenance, customer service; and/or equivalent work experience as well as initiative along with a propensity to learn and improve. Specifically, the qualifications are:

- Demonstrated ability in staff management and supervision;
- Leadership, management and training skills along with a basic working knowledge of financial and project management;
- Problem solving, negotiation and conflict resolution skills are required with interpersonal, verbal and written communication skills;
- Pesticide Applicators License (Landscape – would be an asset);
- A valid Class 5 Drivers License and must submit a drivers abstract;
- Able to work day, evenings and weekends as required (shift work may be required);
- Demonstrate ability to operate vehicles, light mowing equipment, power trimmers, snow removal, etc.;
- Good physical condition which will involve lifting, prolonged bending, crouching, kneeling and on occasion climbing – ability to lift 50-60lbs.;
- Self motivated, punctual and reliable;
- Effective communication skills;
- Attention to detail;
- Ability to work with others and take direction;
- CPR & First-Aid training considered an asset;
- Excel in the area of customer service.

**HOURS OF WORK:** Full-Time weekdays, nights and weekend shift work (this will vary).

**SALARY RANGE:** The salary for this position will be based on the experience of the successful candidate.

**We offer a friendly, fun and progressive work environment. Take advantage of this unique opportunity to expand your career horizons.**

**Application Deadline:** September Until suitable candidate is found

**Interested applicants should forward their cover letter with salary expectations and resume to:**

To: **General Manager**

Email: [gm@cranstonresidents.ca](mailto:gm@cranstonresidents.ca)

Mail: Cranston Residents Association

11 Cranarch Road SE

Calgary, AB

T3M 0S8