



**Seasonal
Landscape
Maintenance Assistant
Panorama Hills Community Centre
Northstar Residents Association Ltd. (NSRA)**

The Northstar Residents Association (NSRA), is a non-profit organization, managed by a volunteer Board of Directors and staffed by passionate employees, who act as stewards of the community, maintaining a variety of amenities and features, including the Panorama Hills Community Centre.

The NSRA Maintenance Assistant are **Full Time Seasonal position**. We are looking for a detailed oriented, driven, outgoing and integral part of the Maintenance Team. This role is to perform landscaping and maintenance of park, direct control (DC) sites, amenities, and facilities.

Working Conditions: Predominantly outdoors. Must be able to work in all weather conditions (heat, cold, rain, snow, etc.) for extended periods of time.

This position reports to: Maintenance Manager

Responsibilities:

- Assist with all responsibilities in maintaining of NSRA operations: Community Centre, park, spray park and Direct Controlled (DC) Sites.
- Monitor and Maintain all Direct Control Sites
- Complete all landscaping tasks: mowing, trimming hedge trimming, tree and shrub pruning, weed control, watering, fertilizing, sod and seeding.
- Be able to operate a variety of equipment to maintain lawns and grounds (i.e. riding mower, push mower, weed trimmer, hedge trimmer, etc.).
- General building maintenance and facility rental setup
- Assist with water park operation (cleaning filters, water sampling, reservoir tank cleaning, spray deck cleaning, etc.)
- Complete daily inspections to ensure safe operations and cleaning outdoor equipment
- Conform to all NSRA regulations, guidelines, policies and procedures
- Be an Ambassador for the NSRA by communicating effectively and courteously to staff and residents.

Qualifications

- Experience in grounds maintenance, horticulture, gardening and landscaping
- Able to work independently and as part of the team
- Excellent time management skills
- Able to lift up to 75 pounds
- Enjoy working in a fast-paced, dynamic environment
- Current First Aid/CPR/AED certifications.
- Successful completion of a criminal record check
- Clean drivers abstract with Insurance claim letter

Employment Term: April 3 to October 31, 2022

Hours: 1 position 40 hours 4 x positions 32 hours

Rate: \$18.00 to \$20.00 per hour.

If you think you have what it takes to be an energetic, outgoing Maintenance Assistant at the Panorama Hills Community Centre, please send us your resume and cover letter. Applications can be emailed to hr@mypanoramahills.com. Deadline for applications is 4:00PM, March 15, 2023.

We thank all applicants, only those selected for an interview will be contacted.