

Job Description

January 2012

HOURLY MAINTENANCE STAFF

Description:

The Maintenance Staff will be responsible for the day-to-day maintenance and ensuring that the amenities are kept clean including the McKenzie Towne Hall, grounds and other areas under the umbrella of McKenzie Towne Council, and the City of Calgary Maintenance Agreement.

Reporting:

The Maintenance Staff reports either to the Properties Department Manager or Parks Department Manager and are responsible for the areas outlined herein, and sundry duties as assigned.

Duties:

Without limiting the generality of the foregoing, the Maintenance Staff will responsible for performing the following tasks:

General Duties:

- General horticulture practices (trimming, weed pulling, cutting grass, snow removal, etc.)
- Maintain and clean the maintenance equipment (checking oil, tire pressures, air filters, etc.)
- Create and maintain the outdoor recreational ice.
- Ensuring that the amenities including the Towne Hall and the grounds are kept clean and maintained (washrooms, hallways, kitchen, maintenance shop, gymnasium, recycling, garbage's, etc.)

Additional Duties:

- Assist with the set-up and clean up of Programs and Special Events.
- Assist other staff as required.

Qualifications:

- Must be at least 16 years of age.
- Be physically fit and able to lift up to 60 lbs.
- Work evenings and weekends as required.
- Valid Alberta drivers license
- Bondable
- CPR and First Aid Training