



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 is a **Part Time Seasonal position**. We are looking for a detailed oriented, driven, outgoing and integral part of the Maintenance Team. This role is to perform general maintenance and at the community centre. The target minimum hours is 24 hours per week.

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
- Monitor and Maintain operation of Spray Park
- 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 an asset.
- Assist with water park operation (cleaning filters, water sampling, reservoir tank cleaning, spray deck cleaning, etc.)
- Complete daily inspections to ensure safe operations.
- Conform to all NSRA regulations, guidelines, policies and procedures
- Be an Ambassador for the NSRA by communicating effectively and courteously to staff and residents.
- Other related duties as assigned by Maintenance Manager

Qualifications

- Experience in general maintenance 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

Employment Term: May to September 2021

Hours: Friday through Sunday - Varying shifts between 7:00AM – 9:00PM

Rate: \$15.00 to \$18.00 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, 2021.

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