



RESIDENTS
ASSOCIATION

Employment Opportunity

Building & Park Maintenance

SEASONAL, SUMMER 2020

The Auburn Bay Residents Association (ABRA) is seeking a reliable and motivated Maintenance Associate(s) to work both weekends and weekday evenings over the summer.

SPECIFIC DUTIES

The ABRA is responsible for maintaining and operating the Auburn Bay amenities. Reporting to the Landscape and Amenities Manager, the Maintenance Associate's responsibilities include, but are not limited to:

- Maintenance duties in the building, lake and park;
- Litter control;
- Set-up and cleanup of programs, special events, and rentals;
- Equipment preventative maintenance;
- General horticultural practices (weeding, weed-eating, cutting grass, pruning, fertilization, hedge trimming, water, etc.);
- Enforce all ABRA rules in an effective and courteous manner;
- Adhere to all ABRA regulations, guidelines, policies and procedures, and safety programs at all times;
- Communicate effectively and courteously with the public and with staff;
- Janitorial duties within the Auburn House facility;
- Other reasonable duties as required;
- May be required to work the following events throughout the summer:
 - June 20, 2020 - Father's Day Laser Tag
 - June 28, 2020 - Bands & Brews at the Beach
 - July 20, 2020 - Beach Party
 - July 28, 2020 - 70.3 Ironman
 - August 7, 2020 - Movie Under the Stars
 - August 15, 2020 - Bands & Brews at the Beach: Encore
 - September 12, 2020 - End of Summer Fireworks Spectacular.



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QUALIFICATIONS

- Effective communication skills;
- Ability to comprehend verbal and written instructions accurately;
- Ability to safely operate equipment and tools required for the position (lawnmower, gator, tractor, trimmer, etc.);
- Ability to perform physical labor for extended periods of time under various weather conditions, including some heaving lifting;
- Attention to detail;
- Critical thinking and problem solving skills;
- Ability to work with others and take direction;
- Ability to work independently;
- Self-starter/ability to take initiative;
- Positive attitude;
- Confident in high stress situations;
- Ability to work under pressure;
- Able to work outside in all weather conditions;
- A valid Class 5 Driver's License with a clean driver's abstract;
- Ability to lift up to 50lbs;
- Commitment to safety;
- Satisfactory criminal background check;
- CPR & First Aid Certification is an asset.

If you are a hard worker, have a positive attitude, are willing to learn, and take pride in a job well done we would like you to join our team.

HOW TO APPLY

Please forward a cover letter with wage expectations and resume:

By Email: parksdept@auburnbay.org By Fax: **(403) 930-6456**

Position will remain open until a suitable candidate has been selected.

We thank all applicants, however only individuals selected for interviews will be contacted.