



RESIDENTS  
ASSOCIATION

# Employment Opportunity

Maintenance Associate

SEASONAL

The Auburn Bay Residents Association (ABRA) is seeking a reliable and motivated Maintenance Associate beginning as soon as possible. This position is seasonal, shifts will vary, but will include evening and weekend work. Hours will range from part-time to full-time.

## SPECIFIC DUTIES

Reporting to the Landscape & Amenities Manager, the Maintenance Associate is responsible for general maintenance duties on our property.

- Maintenance duties in the building (cleaning (cleaning, set up, painting, etc.);
- Landscaping/horticultural duties in-park (mowing, trimming, planting, weeding, watering, etc.);
- Snow removal in-park and on lake accessways;
- Ice maintenance when the rinks are open;
- Litter control and garbage removal onsite;
- Facility maintenance/projects as required;
- Perform preventative maintenance on machinery and equipment;
- Provide exceptional customer service;
- Keep accurate log book records of work completed;
- Special projects as required;
- Enforce all Auburn Bay Residents Association rules;
- Adhere to all ABRA regulations, guidelines, policies and procedures, and safety programs at all times;
- May be required to work special events (depending on COVID-19 restrictions);
- Follow all COVID-19 safety protocols and public health orders;
- Ensure that all COVID-19 safety protocols and public health orders are adhered to by all patrons;
- Other reasonable duties as required.



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## QUALIFICATIONS

- Excellent people skills;
- Excellent communication skills;
- Ability to comprehend verbal and written instructions accurately;
- Class 5 Driver's License with a clean driver's abstract;
- Self-motivated, punctual and reliable;
- Attention to detail
- Ability to work with others and take direction;
- Ability to work independently;
- Commitment to safety
- Positive attitude;
- Ability to work outdoors in all weather conditions;
- Ability to do heavy lifting;
- 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](mailto:parksdept@auburnbay.org)

By fax: **(403)930-6456**

The position will remain open until a suitable candidate has been selected.

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

The Auburn Bay Residents Association is proud to be an equal opportunity employer. We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.