

Company Overview

The Chappelle Gardens Residents Association (CGRA) is a not-for-profit corporation whose purpose is to manage, maintain, and operate the RA amenities. The CGRA owns, operates, and maintains the Chappelle Gardens Social House, a 6,600 sq. ft. exclusive community lifestyle centre that is situated on a 5-acre site. The main building is the primary entrance into the park and includes multi-use rooms, gathering spaces, and amenity spaces. The exclusive park provides activities for all seasons with an outdoor splash park, playground, hockey rink/basketball/pickle ball area, pleasure rink, community toolshed, and picnic spaces. CGRA also maintains several acres of paved trails, green spaces, corner features, and community outdoor gym space. The CGRA fosters a unique environment characterized by a dedicated and highly skilled workforce, grounded in mutual respect. Every employee contributes essential and measurable skills that help achieve the organization's strategic goals. Prioritizing safety and customer experience, team members are committed to consistently meeting and surpassing quality standards in all their activities to exceed the expectations of CGRA's community members.

Position Summary:

The Park Foreman is a hands-on leadership position that reports directly to the General Manager. This role leads the CGRA Maintenance Team and is responsible for ensuring the timely, efficient, and safe maintenance, repair, landscaping and snow removal and ice rink creation of the Social House facility, park, and amenities of the CGRA. This is a full-time permanent position of 40 hours a week, and includes "on-call" responsibilities. Weekend and evening work will also be required from time to time for assistance with emergency repairs, special events, and to conduct team meetings.

Duties:

Without limiting the generality of the foregoing, the Park Foreman will be responsible for the following:

Administrative Functions:

- Complete Administrative tasks as required
- Produce work schedules in accordance with the availability of employees, approved budget, labour laws and monitor the attendance of crew
- Coordinate daily tasks according to priorities and plans, adjusting as necessary due to weather, supply delivery, and personnel
- Recruit, hire, mentor, manage and train employees; provide workers with continuing education according to the latest industry requirements in order that all work meets the most current specifications.
- Maintain accurate, detailed logs & reports
- Develop, monitor and manage yearly budgets for maintenance
- Procure new supplies and equipment as required; maintain positive working relationships with vendors
- Create progress reports to ensure that any significant information is communicated to the General Manager
- Lead all contract work that is off site by communicating directly with customer and sending monthly invoices

Safety:

- Ensure all Workplace Health and Safety requirements are met
- Leads all action items from Safety Committee Meetings
- Ensure safe work conditions exist at all times
- Handle on-site incidents and emergencies in a proactive manner
- Responsible and accountable for the **safety** of the crew under their direction

Operations and Maintenance Functions:

- Install, operate, and maintain amenities, including outdoor recreational ice surface and water splash park
- Maintain exceptional landscape maintenance to set standards; monitor procedures to ensure proper quality
- General horticultural practices and snow removal, ensuring that all sidewalks, trails, parks, and parking lots are clear

- Mowing, weeding, watering and general turf maintenance of all CGRA property including emptying garbage cans
- Enforce rules and regulations of the park and amenities
- Ensure park, play structures and all other equipment are always clean and in good repair
- Routine scheduled equipment maintenance
- Report and repair damaged or vandalized property
- Ensure that the buildings and park are secured at closing (i.e. all doors/windows locked and security system armed)
- Provide leadership to other Parks Maintenance staff while working effectively in a team to prioritize tasks
- Plan work in an efficient and effective order, maximizing progress in a safe and timely manner
- Overseeing and maintaining the CGRA Toolshed, a resident service which provides tools residents can check-out
- Monitor expenditures and maintain an understanding of the repair and maintenance budget
- Improve and develop processes in order to ensure the effective operation of CGRA
- Meet and communicate with managers and necessary CGRA personnel in order to fully resolve conflicts, complications and changes to processes
- Uphold CGRA's exceptional level of customer service by exhibiting a positive teamwork attitude

Qualifications:

- Excellent communication skills in English, both written and verbal
- Ability to build and maintain good relationships with residents and team members
- Capable of enforcing company policy and regulations
- Strong work ethic
- Must be customer focused
- Good time management skills with the ability to multi-task and prioritize tasks
- Ability to problem solve to find solutions
- Enjoy working within a team
- Ready to take on new challenges and willing to learn
- Demonstrate accountability and integrity
- Provide criminal background check
- Extensive knowledge of buildings and building systems, HVAC, electrical, mechanical, and structures
- Demonstrate the ability to operate utility vehicles/equipment, snow removal equipment, zamboni, mowers, power trimmers, etc.
- Proven organizational, leadership, and time management skills with a working knowledge of financial and project management
- Knowledge of turf management, landscaping, and irrigation
- Experience creating and maintaining natural ice
- Minimum of 1 year experience working in the parameters of an established Safety Program with knowledge of the Workplace Safety & Health Act, WHMIS, and COR.
- Must possess and maintain a valid Class 5 Province of Alberta driver's license and submit drivers abstract
- Outstanding written and oral communication skills communication, paired with moderate computer skills and working knowledge of all Microsoft Office programs.
- Must be in good physical condition, as the role will involve lifting up to 60 lbs, prolonged bending, crouching, kneeling, and on occasion climbing.
- Adaptable to work outdoors in all weather conditions
- Must be a reliable, punctual, self-starter with strong work ethic, who is able to make decisions with minimal supervision
- Strong attention to detail, with accuracy and efficiency
- Must obtain and maintain a valid Standard First Aid/CPR Certificate
- Bondable

Compensation Package:

- Paid vacation
- Cost Share Group Benefits Plan
- Health Spending Account
- RRSP Matching Plan
- BYOD Cell Phone Reimbursement
- Training and Development Opportunities

To Apply:

Interested applicants are asked to email a resume and cover letter to the General Manager at gm@chappellegardensra.ca by July 22, 2024. In addition to your salary expectations, the cover letter must include answers to the following three questions.*

- 1) What work experience and qualifications do you have that makes you an eligible candidate for this role?
- 2) What is your leadership style and why is it effective?
- 3) What measures would you implement to ensure that the facilities, amenities, and park provide a top-notch customer experience to CGRA customers?

***Only applications that adhere to the instructions above will be considered for the role.**