



## **FACILITIES & AMENITIES FOREMAN**

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### **Position Summary:**

The Facilities and Amenities Foreman is responsible for the daily operations of the Chappelle Gardens Residents Association (CGRA) Facilities, grounds, amenities, and other areas under the umbrella of the CGRA. This is a career for someone who enjoys parks and recreation! The changing seasons help keep the job fresh and interesting. If you enjoy a fun atmosphere, creative tasks, and collaborating ideas then this job is for you. This is a full-time permanent position of 40 hours a week, and includes "on-call" responsibilities. Weekend and evening work will be required time to time for assistance with emergency repairs, training, special events, and to conduct team meetings.

### **Company Overview:**

The Chappelle Gardens Residents Association (CGRA) is a not-for-profit corporation whose purpose is to manage, maintain and operate Chappelle Gardens 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. CGRA is responsible for social, educational, and recreational programming, events, and activities that inspire social engagement and increase community spirit.

### **Reporting:**

The Facilities and Amenities Foreman reports to the General Manager of the CGRA.

### **Duties:**

Without limiting the generality of the foregoing, the Facilities and Amenities Foreman will be responsible for the following:

#### **General Facilities & Amenities Maintenance**

- Develop, implement, and review operations/maintenance policies and procedures for facilities, grounds, amenities and equipment; to ensure all is always maintained to the highest levels
- Maintain a system to identify and complete repairs, preventative/routine maintenance on all vehicles, equipment, facilities, amenities and the CGRA park to always ensure safe operating conditions
- Maintain a "tag-out" system to ensure that unsafe equipment, amenities, and facilities are safely decommissioned until repaired
- Ensure beautification and general landscaping is completed regularly on all CGRA sites as per standards of excellence.
- Complete snow removal and sanding of icy walkways around all CGRA sites, and other areas as assigned
- Maintain the leisure rink and the hockey rink, including the operation of a Zamboni
- Maintain detailed and accurate maintenance, vehicle, and equipment logs
- Purchase equipment and supplies within approved limits
- Complete all required inspections, reports, and paperwork in a timely fashion

- Enforce all CGRA rules and regulations with regards to membership, facilities, park, and amenities in an effective and courteous manner at all times
- Operate equipment in a safe and courteous manner at all times
- Oversee and maintain the CGRA Toolshed, a resident service which provides tools residents can check-out
- Provide support to programs, events, and rentals as required

### **Safety**

- Maintain accurate documentation for compliance with the CGRA Safety Program
- Act as an ambassador of the CGRA Safety program
- Ensure safe work procedures and conditions exist at all times, this will include completing site hazard assessments
- Enforce and monitor compliance of all employees with the CGRA Safety Program
- Lead safety meetings for all team members
- Ensure team members are sufficiently educated on their legislative rights in regards to safety
- Design, implement, maintain, and enforce a comprehensive safety program to ensure safety for all

### **Leadership**

- Lead, manage, and supervise the CGRA Maintenance Team to complete all responsibilities in maintaining the Social House facilities, grounds, amenities, and equipment within the perimeters of the CGRA safety program
- Organize, complete and delegate tasks for all Maintenance Team members, to ensure that the company needs are being met in a timely and efficient manner
- Recruit, train, mentor, coach, and evaluate performance of CGRA maintenance team members
- Ensure all staff are sufficiently trained to use the required equipment for their role
- Lead through example by adhering to all CGRA regulations, guidelines, policies, and procedures
- Train new crew members whenever they join the team and provide workers with continuing education according to the latest industry requirements in order that all work meets the most current specifications.

### **Financial Accountability**

- Work within the annual maintenance operations and capital budgets
- Review and submit invoices for payment
- All other duties, as required

***Employees are expected to perform these duties with minimal supervision***

***This description does not include Special Events or any unforeseen circumstances that may require extra attention and additional hours.***

### **Qualifications & Requirements**

- Formal secondary education on building operation/facility management, with a minimum of three (3) years related experience in a supervisory capacity. A satisfactory equivalent combination of education, training, and experience will be considered.
- Extensive knowledge of buildings and building systems, HVAC, electrical, mechanical, and structures
- Demonstrate the ability to operate utility vehicles/equipment, snow removal equipment, ice resurfaces, 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
- Building Operator “A” or 4<sup>th</sup> Class Stationary Engineer, considered an asset
- 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 a satisfactory drivers abstract
- Outstanding written and oral communication skills communication, paired with moderate computer skills and working knowledge of all Microsoft Office programs, including Outlook
- 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
- Successful completion of a criminal record check

Wage will commensurate with qualification and experience. This is an exciting opportunity to be involved in the operations of a unique and exclusive park and facility with exceptional amenities. We offer benefits, RRSP matching, Health Spending Account and education allowance. Interested applicants are asked to email resume and cover letter to the General Manager at [gm@chappellegardensra.ca](mailto:gm@chappellegardensra.ca). 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?

\*Although we thank all applicants for their time and consideration, those who do not follow the above request will not be considered valid candidates.