



**Landscape/Park
Maintenance
Foreman/Supervisor
Full Time
Job Description**

POSITION SUMMARY

Panorama Hills Residents Association is looking for a self-motivated foreman-supervisor to assist the Maintenance Manager with the overall park-landscape maintenance of the Panorama Hills Community Centre (PHCC) , the community centre park and the Direct Control (DC)sites throughout Panorama Hills Community.

We require a person who has an attitude of quality and excellence and who takes pride in their work and the company they work for. We require a person who enjoys leading and teaching people, can effectively communicate with residents, crews, peers, and management. You must be able to solve problems in real-time, and thrive under the pressure of meeting timelines and budgets.

Hours of Work – The Panorama Hills Community Centre is operational 365 days/year

The Maintenance Foreman-Supervisor a full time permanent position with 40 work hours per week. Due to the 365 day/year operational model of the PHCC, the Maintenance Foreman-Supervisor will be required to work some evenings, and weekends.

Duties and Responsibilities

- Monitor and maintain Panorama Hills Community Centre Park and Direct Control Sites (DC) throughout Panorama Hills
- Supervise crew members and tasks while being an active member of the crew including disciplinary action when required. Attention to detail and quality control is essential.
- Set expectations for quality and excellence with the landscape crews.

- Train employees in equipment operation and landscape construction best practices; including site grading, and installation of sod, mulch, trees, site furnishings, and hardscape products.
- Complete all landscaping tasks: Hardscape and softscape
- Horticulture knowledge and Arborist knowledge
- Be able to operate a variety of equipment to maintain lawns and grounds (i.e. riding mower, push mower, weed trimmer, hedge trimmer, etc.).
- Perform Equipment maintenance.
- Operate and maintain Water park operations
- Snow Removal and Ice control Duties – including machinery
- Managing contractors
- Managing and updating manuals and processes
- Conform and follow all Safety and OH&S regulations
- Conform to all PHRA regulations, guidelines, policies and procedures
- Be an Ambassador for the PHRA by communicating effectively and courteously to staff and residents.
- Other related duties as assigned by Maintenance Manager

Required Skills – The following skills are necessary for the Maintenance Assistant:

- 3-5 years Landscape experience
- Some experience as a foreman-supervisor
- Ability to take direction, learn and work independently
- Computer and Microsoft Office skills
- Basic mechanical skills. Able to operate machinery and complete minor repairs.
- Class 5 drivers license with Clean drivers abstract and Clean Insurance letter
- Police security clearance with vulnerability search
- Must be able to work flexible hours as required including holidays and weekends

Compensation and Benefits

- Annual Salary - \$45,000 to \$47,000
- Company Paid Health Benefit Package
- RRSP/TFSA matching program
- Annual Performance Plan Package
- Annual Vacation Package