

Condominium Corporation No. 0122324

SUNSET HARBOUR
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#10 Norwood Close Wetaskiwin, AB T9A 1K2
Ph: (780) 312-0928 www.sunsetharbour.ca
Email: manager@extremesolutions.ca

Job Description

GROUNDS KEEPER

Job Function:

Under the supervision of a Board Member or other person designated by the Condominium Corporation No. 012 2324 Sunset Harbour (therein after referred to as the "Corporation"), the Grounds Keeper will perform a variety of duties. The Grounds Keeper is a contractor and ensures that a high quality of service is provided to the owners.

Contract terms:

Contract will be for a term period (3 years) with a set per annum amount. The contract will also state force account rates for extra items, W.C.B. account information, copy of contractors liability and insurance with the Corporation listed as an additional named insured on policy, list of equipment.

Responsibilities:

Provides maintenance services to the Corporation as deemed necessary.

Performs all necessary grounds maintenance for the common area including, but not limited to:

ROADS

- Snow removal and disposal
- Street sweeping

MARINA

- Cleaning docks (daily or as needed during summer months to keep clean of goose excrement)
- Repairs to docks
- Placing and removing buoys
- Monitor boat launch and report any persons without access privileges to manager
- Assist boaters if necessary

- Be available and around during the busiest times, such as on week-ends during summer months
- Removal of reeds in harbour (possibly 1 – 2 times per year)

GRASS

- Lawn cutting all common areas (see grass map), playground / tennis court area and bare lots (currently 37 lots)
- Ditches and rock channels to be kept clean and weeded
- Removal of noxious weeds
- Monitor that all lots are being maintained to Corporation standards; report any deviations to Manager

FLOWERS & PATHWAYS

- Flower planting and maintenance (front entrance, triangle in middle of road, near pumphouse, marina, hanging baskets, etc).
- Watering
- Weeding to a pre-determined and stated standard
- Maintain pathways (weeding, spray if necessary)

GARBAGE

- Weekly garbage hauling to Lakedell transfer station as per waste policy
- Pick up any loose garbage on common property

MAINTENANCE

- Put up flags, signs, lights and miscellaneous repairs as needed
- Removal of dead trees / plant new ones
- Inspection of playground equipment and any necessary repairs
- Make recommendations to Manager of any future repairs or equipment replacement
- During the summer months check the entire area twice weekly to ensure no vandalism, mischief and that the standards are being met. During winter months check the entire area once weekly. Immediately report any deviation from standards to the Manager.

MICELLANEOUS

- Twice a year read water meters
- Report dogs at large to Manager
- That during construction of houses or yard upgrades or other work in or on the Corporation that any shortcomings are reported to the Manager in charge

Complete all maintenance work in a prompt, efficient and economical manner, and ensure that safe work practices are followed at all times.

The Grounds Keeper is not expected to have the authority to confront or have an interchange with persons who are not conforming to standards.

Qualifications:

Ability to work independently and exercise good judgement.

Must be bondable

Provides their own equipment necessary to complete duties, including but not limited to: power mower(s), cultivator, weed eater, fertilizer spreader, and snow removal equipment.



Grounds Keeper Needed

at Sunset Harbour on Pigeon Lake

General duties: grass mowing, garbage pickup, snow removal and street sweeping, flower beds, general maintenance. Tender closes February 17, 2012. Visit www.sunsetharbour.ca or contact June at (780) 312-0928 for details.