



UnBQ is looking for a full-time Maintenance Assistant & Groundskeeper. This person will be responsible for assisting the Maintenance Lead as directed, including maintaining University grounds, working on a variety of maintenance projects, moving furniture and equipment. It is expected that the individual will, under the direction of the lead, be able to work independently, use frequent physical effort, work outdoors in most types of weather, and safely operate power tools and equipment in compliance with University health and safety policies. The Maintenance Assistant and Groundskeeper will report directly to the Operation & Maintenance Lead. Aligning with the BQ philosophy, vision and mission statements.

MAJOR RESPONSIBILITIES/DUTIES:

- 1. Grounds maintenance**
 - a) Maintains grounds by picking up litter and emptying outdoor trash cans.
 - b) Maintenance Upkeep of all grounds, mows lawns, whipping building & road areas.
 - c) Snow removal from sidewalks, entrances and roadways.
 - d) Road Maintenance
- 2. Vehicle maintenance**
 - a) Gas vehicles
 - b) Take vehicles in for oil changes
 - c) Clean and wash
 - d) Take in for inspections
- 3. Moving furniture and equipment**
 - a) Installs items with electrical tools.
 - b) Loads, transports and unloads boxes, furniture and equipment.
 - c) Disassembles and assembles furniture and equipment.
- 4. Renovation activities**
 - a) Paints and completes other minor maintenance projects as requested.
 - b) Assist with maintenance of all campus buildings/facilities.
 - c) Assist with organizing and cleaning shop areas.
 - d) Maintains and repairs tools and equipment such as sharpening lawn mower, small engine repairs as required.
- 5. Other**
 - Assist in boiler maintenance, pump house & monitor lift station.
 - May be required to do other duties, including custodial duties as required.

REQUIREMENTS/QUALIFICATIONS:

Education

- High School Education and/or extensive experience in grounds keeping/maintenance
- Safety tickets an asset

Experience

- Physically fit and able to lift heavy objects over 50lbs
- Valid driver's license
- Experience operating a ride-on-mower and skid-steer is an asset
- Experience using power tools, gas-powered mowers, tillers, hedgers and weed-trimmers is preferred.
- Experience working independently and as part of a team

Posted: March 26, 2024. Open till suitable candidate is found. Please submit resumes to: Sheila Poitras, Executive Assistant University nuxethot'jine thaa?ehots'j nistameyimâkanak Blue Quills Box 279, St. Paul, AB T0A 3A0 Fax (780) 645-5215/ email: sheilap@bluequills.ca.