

MAINTENANCE ASSISTANT AND GROUNDSKEEPER

SUMMARY STATEMENT:

The Maintenance Assistant and Groundskeeper is responsible for assisting the Maintenance supervisor as directed, including maintaining University grounds, working on a variety of maintenance projects, moving furniture and equipment, and assisting with custodial duties as directed/ required. It is expected that the individual will, under the direction of the supervisor, 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. Aligning with the BQ philosophy, vision and mission statements.

The Groundskeeper & Maintenance Technician will report directly to the Operation and Maintenance Lead.

MAJOR RESPONSIBILITIES/DUTIES:

1. **Grounds maintenance**
 - a) Maintains grounds by picking up litter and emptying outdoor trash cans.
 - b) Maintenance Upkeep of grounds, mows lawns.
 - c) Snow removal from sidewalks, entrances and roadways.
 - d) Road Maintenance
2. **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.
3. **Renovation activities**
 - a) Paints and completes other minor maintenance projects as requested.
 - b) Maintains and repairs tools and equipment such as sharpening lawn mower, small engine repairs as required.
4. **Other**
 - Assist in boiler maintenance and pump house.
 - 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
- 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: September 9, 2022. Closing September 23. Please submit resumes to: Sheila Poitras, Executive Assistant University nuxethot'jne thaa'ehots' nistameyimâkanak Blue Quills Box 279, St. Paul, AB T0A 3A0 Fax (780) 645-5215/ email: sheilap@bluequills.ca.