



## Position Description

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**POSITION TITLE:** Facility & Grounds Maintenance Lead

**DEPARTMENT:** Community Services

**REPORTS TO:** Community Services Director

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### **SUMMARY OF POSITION:**

Under the direction of the Community Services Director, the Facility & Grounds Maintenance Lead provides general field support in managing the daily operations of the community services department.

The Lead is responsible for the maintenance and upkeep of open spaces within the County, including, but not limited to, hamlets, campgrounds, cemeteries, transfer stations, and surrounding County facilities. They are required to train and direct the Seasonal Recreation Labourers, ensuring work schedules are completed and coordinating activities with other units when needed. Additionally, they will be responsible for the troubleshooting and general repair work at our recreation areas and within County facilities. The Lead will also carry out other assignments identified by the Community Services Director or in conjunction with other County departments or Administration.

### **RECOMMENDED TRAINING & QUALIFICATIONS:**

- High School Diploma, GED, or Equivalent
- Valid Class 5 Alberta Driver's License
- Minimum 5 years' experience in a related field
- Experience in operating light and medium duty trucks and trailers
- Strong expertise with light equipment and tools
- Knowledge of open spaces landscaping maintenance
- Proficient in general repair and facility maintenance including, but not limited to, one or more of the following areas: mechanical, plumbing, HVAC, painting, and carpentry
- Strong communication and problem-solving skills
- Possess a high degree of resourcefulness, flexibility, and adaptability
- Able to work independently and lead teams in a busy environment
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, National Safety Codes and others as applicable

### **KEY DUTIES AND RESPONSIBILITIES:**

1. **Seasonal Recreation Operations – Property, Facility, and Grounds Maintenance**
  - a) Ensure the following grounds are regularly maintained:

## **FACILITY & GROUNDS MAINTENANCE LEAD**

- i. the campgrounds / recreation areas known as the Starland Recreation Area (Morrin Bridge), the Michichi Dam Recreation Area, the McLaren Dam Recreation Area, and the Tolman Bridge Recreation Areas
  - ii. the grounds of properties owned by Starland County, including but not limited to the County Office building, truck fills, transfer stations, and those within the Hamlets of Craigmyle, Michichi, Rowley, and Rumsey
  - iii. the cemeteries overseen by Starland County, which currently includes Craigmyle, Delia, Knoll Hill, Michichi, Morrin, Rowley, and Rumsey
  - iv. any other County sites or facilities, as necessary or required
- b) Aid in the daily on-site supervision, assign tasks to be completed, and provide continuous on-the-job training of the seasonal recreation labourers
  - c) Support the facilitation of toolbox meetings and hazard identifications prior to beginning work and ensure seasonal recreation labourers are aware of all safety aspects related to daily tasks
  - d) Work with the seasonal recreation labourers to ensure the following tasks are completed at the above-mentioned locations:
    - i. Weed Whipping, Kubota Mowing, Walker Mowing, and John Deere Mowing
    - ii. Bathroom Cleaning and Garbage Removal
    - iii. Hauling Wood
    - iv. Hauling Water
    - v. Planting, Hauling, Watering, Pruning, and Removal of Trees/Shrubs
    - vi. Shovel Debris from Fire Pits
    - vii. Painting when necessary
  - e) Assist in the preparation of an annual audit of facilities and locations, identifying any deficiencies, providing recommendations on preventative maintenance and an improvement plan

### **2. Equipment & Inventory Management**

- a) Able to grease light equipment, clean air filter, clean out grass, dust and debris as needed, check coolant levels and any other maintenance as required
- b) Coordinate a routine and preventative maintenance schedule in collaboration with Public Works Shop Foreman & Inventory Coordinator
- c) Conduct annual inventory audit of all equipment and tools for the department

### **3. General Repair Needs**

- a) Monitor and prioritize routine and preventative maintenance in all County facilities – including, but not limited to, the recreation area amenities (bathrooms, shower houses, camp kitchens, etc.) and County Office building
- b) Perform routine inspections of all County facilities, identifying components requiring maintenance or repairs outside the normal schedule or scope of work; make recommendations on preventative maintenance plans
- c) Perform general repair work, such as mechanical, plumbing, carpentry, as required
- d) Upon approval, schedule contractors as required to complete larger, more complex maintenance and repairs

## **FACILITY & GROUNDS MAINTENANCE LEAD**

### **4. Cemetery Caretaker Operations (Secondary)**

- a) Act as a “cemetery caretaker” with specific duties including:
  - i. Ensuring that all cemeteries are maintained in a neat condition and that all staff are following good work practices when performing any maintenance or other work-related activities on the premises
  - ii. Ensuring that all cemetery rules and regulations are abided with, and enforcement action is organized when variances occur
  - iii. Regulating cemetery functions, including work authorizations for maintenance of monuments, supervision of wreaths, flowers, and other removable monuments, and supervision of contract work carried out in the cemeteries in accordance with work permits
- b) Work in conjunction with the Administrative Assistant to ensure:
  - i. Mapping, measuring, establishing global positioning, and generally ensuring proper burial ownership within the cemeteries.
  - ii. Scheduling and coordination of grave site preparation, including snow removal when required, and locate/mark cemetery plots for funeral arrangements only for those burials that have been permitted

### **5. Work in collaboration with the Transfer Station Attendant and in partnership with the Agricultural Service Board (ASB), Utilities, and Public Works departments as required**

### **6. Perform all other duties as assigned by the Community Services Director and/or the Chief Administrative Officer**

#### **WORK CONDITIONS:**

- The job involves both outdoor field work and indoor office work at times
  - Outdoor component requires moderate physical effort and use of motor skills requiring manual dexterity, work temperature can vary
  - Office component includes mobility to work in a standard office setting and use standard office equipment, including a computer
- Employee must possess the ability to lift, carry, push, and pull materials and objects, up to 23 kg (50 lbs) in all types of weather in order to perform job functions

#### **SAFETY COMMITMENT:**

Employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position requires operation of County vehicles making it a safety sensitive position, so drug and alcohol testing is required on hiring.

\*Revised as of February 2025