



FORT GARRY COMMUNITY CENTRE

LEAD GROUNDSKEEPER **Job Description – April 2013**

POSITION SUMMARY

- Reporting to the Executive, the Lead Groundskeeper carries out direct assignments for the overall maintenance of the Centre's facilities and grounds, including custodial services, repair, and alteration to meet and exceed the needs/expectations of the community.
- Performs related and other work as required to maintain the facilities, grounds, and equipment at the highest quality.
- Provide leadership and training for all employees and volunteers.
- Assume operational responsibilities in the absence of the Executive.

SKILL REQUIRMENTS

- Comprehensive knowledge of building maintenance standards as well as basic carpentry, plumbing, and electrical.
- Ability to complete routine maintenance of facilities, grounds, and equipment.
- Possess good leadership and public relations skills.
- Ability to work within a team environment and with minimal supervision; take initiative.

RESPONSIBILITIES

- Facilities and grounds:
 - Overall responsibility for the day to day operation of the Centre; maintain the facilities and grounds at the highest quality.
 - Coordinate, organize, and direct building and grounds maintenance.
 - Purchasing of services and/or materials using invoicing and/or organizational credit card in Lead Groundskeeper's name.
 - Use of personal vehicle for Centre business; reimbursement of fuel through the submission of expense claims.
 - Hire contractors and obtain quotes as necessary.
 - Coordinate, direct and perform plans and specifications for non-capital improvements.
 - Accept and respond to user complaints; resolve complaints, escalate to the Executive if necessary
 - Coordinate and assist with facility setup and takedown
 - Ensure the Centre's assets are adequately safeguarded from loss
 - Competent in oral communication and employ tact in meeting the public
 - Prepare and maintain records of maintenance
 - Supervise the operation of mobile and fixed equipment and maintain said equipment
 - Report all damages to property and equipment to the Executive; submit insurance claims according to established process

- Participate in the plans for the development, renovation and ongoing maintenance of the facilities and grounds
- Accountability to the Board:
 - Prepare clear and timely reports for Executive consideration. Follow up on any Board concerns and research issues.
 - Responsible for drafting and overseeing the House and Grounds budget with the assistance of the Treasurer and Administrative Coordinator.
 - Keep the Executive informed about matters at and between Board meetings.
- Leadership:
 - Set work priorities, methods, and sequence of work for support staff in order to maintain the facilities and grounds at the highest quality
 - Train full and part-time employees for custodial services; participate in interviews and recommendations for the selection of support staff
 - Assist in the investigation of time sheet discrepancies
 - Assist the Executive to review work performance of support staff
 - Inform the Executive of problematic behaviour or actions of support staff in accordance with set policy

EXPECTATIONS

- Because of the changing nature of work and work to be done, the job description indicates the general nature and level of work expected. The Lead Groundskeeper may be asked to perform other duties as required.
- Be a key representative of the Centre while providing leadership to the Facility and Rink Attendant(s).
- Be in a position of authority and demonstrate professional and respectful behaviour to ensure a safe, clean and enjoyable place is provided for all users of the Centre.
- Be available during special events or urgent situations outside the normal working day
- Ongoing professional development.