Facilities & Parks Maintenance Worker

Position Overview

The Langdon Community Association (LCA) manages several community facilities and outdoor recreation amenities that support recreation, programming, and community events. These spaces include the Fieldhouse, Qualico Resource Centre, outdoor rink and skate shacks, playground, tennis and pickleball courts, basketball court, skatepark, and surrounding park areas.

The Facilities & Parks Maintenance Worker plays a key role in keeping these spaces safe, functional, and well maintained for community use. The Maintenance Worker maintains, repairs, monitors, and performs general upkeep of LCA buildings, park infrastructure, and outdoor amenities.

Reporting to the Executive Director, the worker independently organizes and completes day-to-day inspections, preventive maintenance, repairs, grounds care, equipment operation, and event preparation. The Executive Director sets overall priorities; this role is expected to identify needs, plan the work, and follow through without ongoing direction.

This position requires substantial practical maintenance ability, sound judgment, initiative, and consistency. The successful candidate must be able to troubleshoot and complete routine repairs independently, recognize safety risks, and promptly communicate work that requires approval or a qualified contractor.

Key Areas of Responsibility

Facility Maintenance & Operations

Take responsibility for keeping LCA buildings safe, secure, functional, clean, and maintained to a high standard through proactive inspections, preventative work, and timely repairs.

Independently conduct scheduled facility walkthroughs; identify, assess, prioritize, and resolve routine maintenance issues; and complete repairs using appropriate tools and quality standards. Work includes doors, locks, fixtures, lighting, hardware, furniture, and storage areas, within the worker's qualifications. Collect, sort, and transport recyclable materials to local bottle depots and recycling facilities.

The role also includes monitoring building conditions, replacing furnace filters, and maintaining equipment and facility components, and identifying repair needs that may require contractor support.

Facilities include the Fieldhouse and Qualico Resource Centre**,** along with supporting facility infrastructure.

Parks & Grounds Maintenance

Independently maintain park areas and surrounding grounds to a consistently safe, clean, orderly, and welcoming standard, identifying work before it becomes a larger problem.

Responsibilities include monitoring park infrastructure, maintaining landscaped areas, managing community planters, addressing weeds and debris, maintaining mulch beds, and supporting seasonal landscaping efforts where required.

Proactively inspect pathways, benches, picnic tables, signage, and park structures; promptly address damage, vandalism, and safety issues within the role's authority and capability; and escalate hazards or repairs requiring approval.

Recreation Infrastructure Maintenance

Maintain outdoor recreation amenities in Langdon Park.

This includes maintaining and inspecting tennis courts, pickleball courts, basketball courts, playground areas, and other park infrastructure.

Responsibilities include keeping recreation equipment secure and functional, monitoring fencing and gates, opening and closing courts, maintaining park signage, and addressing debris or infrastructure issues that may affect safe public use.

Outdoor Rink & Skate Shack Monitoring

During the winter season, the position helps monitor the outdoor rink and skate shack.

Responsibilities include inspecting rink boards, gates, lighting, and structures; ensuring the skate shack is secure when required; and identifying maintenance concerns that could affect rink operations.

The role coordinates with volunteers responsible for rink flooding and Zamboni operation and communicates any infrastructure concerns that arise.

Equipment Operation
Safely and competently operate authorized grounds and maintenance equipment, independently completing assigned equipment-based work after appropriate training.
Equipment may include a bobcat and attachments such as bucket, mower, or sweeper, along with other tools used for grounds care, debris removal, maintenance work, and park operations.
Perform pre-use checks, routine care, and safe equipment operation; promptly identify and report defects; and do not operate unsafe equipment.

Event & Community Program Support
The position helps prepare facilities and outdoor spaces for community programming, rentals, and events.
Responsibilities may include preparing event spaces, moving tables and chairs, installing signage, supporting community program logistics, and assisting with large events such as Langdon Days**.**

Contractor Coordination
The Maintenance Worker assists in ensuring access for external contractors.
Examples include playground inspection contractors, water system contractors, and other service providers.
Responsibilities include reporting maintenance issues that require contractor work to the Executive Director, ensuring contractors can access work areas, and assisting with site coordination when contractors are onsite.

Security & Facility Monitoring
Responsibilities include monitoring locks, gates, storage areas, and facility access points, ensuring buildings are secured when necessary, and reporting security concerns.

Snow Removal (Seasonal)
During winter months, the position may assist with snow removal and winter maintenance activities where required.
The individual must be able to clear snow early in the mornings. Equipment is provided.
Responsibilities may include clearing entrances, walkways, and facility access points; assisting with snow clearing around park infrastructure; and ensuring the parking lot is cleared and accessible early in the morning.
Snow removal may involve operating equipment, where appropriate, or manually clearing priority areas to keep facilities accessible and safe.

Seasonal Nature of the Role
This position experiences seasonal fluctuations in workload.
Spring, summer, and fall typically involve increased activity related to park maintenance, landscaping, infrastructure repairs, and community events.
Winter months generally involve fewer hours and focus on facility monitoring, rink oversight, maintenance work, and snow removal when required.

Independent Work & Accountability

Take ownership of the daily maintenance schedule, proactively identify tasks, prioritize urgent and preventative work, and complete responsibilities on time without repeated reminders. Maintain an organized record of inspections, outstanding repairs, completed work, and supplies needed. Provide regular, concise updates to the Executive Director; promptly raise safety concerns; and seek approval before major expenditures or work outside training or authority. Maintain high standards of cleanliness and public safety.

Skills & Qualifications
The ideal candidate will:

- Have demonstrated hands-on experience performing a broad range of building, facility, and grounds maintenance and repairs
- Be comfortable working with tools, equipment, and infrastructure repairs
- Have experience with grounds care or facility operations
- Be able to operate maintenance equipment safely (experience with equipment such as a Bobcat is considered an asset)

- Demonstrate a proven ability to plan, prioritize, and complete maintenance work independently with minimal supervision
- Have strong troubleshooting skills, sound judgment, attention to detail, and the initiative to identify and resolve issues proactively
- Be physically capable of performing maintenance work in outdoor environments

A valid driver's licence, proof of vehicle insurance, and a current Criminal Record Check with Vulnerable Sector Check are required.

Hours

This is position has flexibility with hours that vary depending on seasonal operational needs.
Higher hours are typically required during spring, summer, and fall when park and facility operations are busiest.
Winter hours are generally reduced.

How to Apply

Interested applicants are invited to submit a resume outlining their experience and interest in the position.
Applications can be sent to:

Kristein Johnson
Executive Director
Langdon Community Association
403-625-8988
kristein.johnson@goodlucktown.ca

Applications will be reviewed as they are received until the position is filled.