



Jensen Lakes

JLHOA Park Foreman Job Description:

The **Park Foreman** will be responsible for the daily operation and maintenance requirements of the Jensen Lakes Homeowners Association (JLHOA) facilities, grounds, and amenities, and other areas under the umbrella of the JLHOA.

The JLHOA is a not-for-profit corporation whose purpose is to manage, maintain, and operate the JLHOA amenities. The JLHOA owns, operates, and maintains a 3-acre park that features a 23-acre freshwater manmade recreational lake park, picnic areas, and maintenance shop/ office. This park is exclusively for the residents of the Jensen Lakes community and opened June 2022.

Reporting:

The **Park Foreman** will report to the facilities Manager for the JLHOA.

Duties:

Without limiting the generality of the foregoing, the Facility Coordinator will be responsible for the following:

Administrative Functions:

- Providing exceptional customer service
- Complete Administrative tasks as directed
- Maintaining accurate, detailed logs & Reports

Safety:

- Creating, reviewing and managing safety manuals and logs.
- Ensuring all Workplace Health and Safety requirements are met
- Ensuring safe work conditions exist at all times

Operations and Maintenance Functions:

- Installing, operating, and maintaining amenities, including outdoor recreational ice surfaces
- Maintaining exceptional landscape maintenance
- General horticultural practices and snow removal, ensuring that all sidewalks, trails and parks including the parking lot are clear
- Mowing, weeding, watering and general turf maintenance of all JLHOA Property.
- Providing customer driven, service oriented, clean, safe, and well maintained park
- Ensure park, play structures and all other equipment are always clean and in good repair
- Routine scheduled equipment maintenance



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Employees are expected to perform these duties with minimal supervision

Hours of Employment

- Hours of employment are determined as per the needs of the facility and will range from Monday to Sunday. 35-40 Hrs. per week.
- ***The description does not include Special Events or any unforeseen circumstances that may require extra attention and additional hours.***

Qualifications:

- Excellent communication skills in English, both written and verbal.
- Have own transportation. Clean Driving History
- Ability to build and maintain good relationships with members.
- Capable of enforcing company policy and regulations.
- Strong work ethics.
- Must be customer focused.
- Previous experience will be an asset but is not necessary.

Wage will commensurate with qualifications and experience. This is an exciting opportunity to be involved in the operations of a new, unique, and exclusive park and facility with exceptional amenities.

If you meet or exceed the qualification requirements, please forward your cover letter and resume (including wage expectations) to: Triona Cosgrave at tcosgrave@melcor.ca