

Part-Time Maintenance Employee

Company Overview

The Rockland Park Homeowners Association (RPHOA) is a not-for-profit corporation whose purpose is to manage, maintain, and operate the HOA amenities. The RPHOA will own, operate, and maintain the Rockland Park Lodge, a 4,750 sq. ft. exclusive community lifestyle centre that is situated on a 4-acre site. The main building will be the primary entrance into the park and will include multi-use rooms, a kitchenette, gathering spaces, and family-friendly change rooms and showers. The exclusive park will provide activities for all seasons with an outdoor swimming pool that includes a 25-meter lap pool and family-friendly zero entry area, pool side cabanas, a year-round hot tub, playground, central fire pit and gathering area, casual skate/adventure trail, hockey rink/basketball/modular skateboard area, pickleball courts, and amphitheatre.

The RPHOA fosters a unique environment characterized by a dedicated and highly skilled workforce, grounded in mutual respect. Every employee contributes essential and measurable skills that help achieve the organization's strategic goals. Prioritizing safety, employees are committed to consistently meeting and surpassing quality standards in all their activities to exceed the expectations of RPHOA's customers.

Position Summary

The Part-time Maintenance Employee is a hands-on position that reports directly to the Facilities & Amenities Manager. This role is responsible for ensuring set up of facility rentals, programs, events, and activities, as well as completing repairs and landscaping of the Lodge facility, park, and amenities of the RPHOA. This is a part-time permanent position with varying hours on evenings and weekends of approximately 15 – 30 hours/week. **Successful candidates must be available to work both evenings and weekends.** A monthly schedule will be provided the 15th of the month prior, although updates may be required to accommodate operational needs. Weekend and evening work will also be required from time to time to assist with special events, and to conduct team meetings.

Key Responsibilities

General Facilities & Amenities Maintenance

- Responsible for the opening/closing of the Lodge facility
- Assist with all responsibilities in maintaining the RPHOA facility, grounds and specific equipment
- During Winter months, assist in snow removal and sanding of icy steps and/or walkways around the RPHOA premises and other areas as determined by the RPHOA
- During Summer months, complete all required landscape maintenance, such as: mowing/trimming garbage pickup, weed control, watering, laying sod, seeding, flower and shrub planting
- Assist with the operation of the RPHOA pool and hot tub, this will require atmospheric testing and routine maintenance and set up/tear down
- General building maintenance and cleaning
- Complete various repairs and maintenance as required
- Equipment preventative maintenance

- Ice maintenance in outdoor rinks, including the operation of a Zamboni/Olympia
- Operate vehicles and equipment necessary to perform grounds maintenance and landscaping duties
- Ensure safe working procedures and conditions exist at all times
- Conform to all RPHOA regulations, guidelines, policies and procedures
- Adhere to the RPHOA Safety Program at all times
- Monitor and enforce the housekeeping and safety standards
- Conduct self in an appropriate manner while carrying out duties while representing the company
- Communicate effectively and courteously with staff, residents, and the general public
- Assist with completing special projects, as designated by the Facilities & Amenities Manager
- Other related duties as assigned

Qualifications & Requirements

- Valid class 5 Drivers License with a clean driver's abstract
- At least 2 years prior experience in a maintenance and/or landscape role
- Able to work outdoors in all weather conditions
- Demonstrates the ability to operate vehicles, light mowing equipment, power trimmers, snow removal equipment, etc.
- Good physical condition which will involve lifting, prolonged bending, crouching, kneeling and on occasion climbing – ability to lift 60lbs
- Self-motivated, punctual and reliable
- Ability to prioritize tasks
- Ability to work unsupervised
- Bondable, with the ability to work individually or in a team environment
- Willing to obtain CPR & First-Aid, if not already certified

To Apply

Interested applicants are asked to submit a resume and cover letter detailing relevant experience, qualifications, and hourly wage expectations to the Facilities and Amenities Manager by emailing: maintenance@rocklandparkhoa.ca by August 20, 2025. The successful candidate will be required to provide a clear background check, and a clean driver's abstract prior to the first day of employment. Only those applicants who are being considered for an interview will be contacted.