

## **MAINTENANCE SUPERINTENDENT**

### **JOB DESCRIPTION**

This part-time position includes a variety of work on Roads, Parks, Grounds keeping and General Maintenance. This will include:

#### **Qualifications**

- The individual will require a chain saw license, a Driver's license and their own vehicle.
- Supervision experience for summer student(s)
- Knowledge of blue prints
- Work with contractors
- Familiarity with health and safety in the workplace policies
- Experience with power tools
- Attendance at Council meetings, as required

#### **General Maintenance**

- Shovelling snow and sanding of steps or entrance areas for all Village-owned buildings;
- Removing fallen trees, branches, etc.
- Fix and maintain equipment (mowers and weed whackers) including oil changes and tune ups, repair tires and sharpen blades
- Drywall and paint, as required
- General Maintenance of buildings
- Ensure garbage cans are placed throughout the Village and that the garbage has been picked up
- Fill boxes of sand to prepare for winter sanding
- Check that propane tanks are filled regularly
- Lower and raise flags, when required
- Ensure Cenotaph is maintained in good repair
- Assist with Events – Car Show, Arts at the Dock and Community Night
- Remove invasive weeds throughout the Village, as required
- General repairs for all Departments
- Winterize a variety of equipment

#### **Parks**

- Mowing grass on all Village-owned property
- Weed whacking ditches and in areas of the Village that cannot be mowed;
- Plant, prune and care for trees
- Inspect all playground equipment throughout the Village and document findings;
- General clean-up of each park
- Repair ramps for the All-Seasons Surface
- Repair and maintain Boardwalk, as required
- Planting and care of flower and shrub beds and planters – daily watering

#### **Roads**

- Prepare roads for surface treatment
- Weed whack all ditches every spring
- Patching potholes/repairing sides of road/sweeping roads, as required
- Document and ensure that all Village roads and signage meet the Minimum Maintenance standards; replace signs, when required

#### **Water/Sewer**

- Review and provide locates of water and sewer lines, upon request
- Shut off and turn on water valves, as required