



Full-time Maintenance Employee (Weekend)

Company Overview

The Seton Homeowners Association (Seton HOA) is a not-for-profit organization dedicated to managing, maintaining, and operating community amenities. The Seton HOA oversees a state-of-the-art, 14,000-square-foot facility located on a six-acre site, designed to be a vibrant hub where residents can connect, play, and explore. The facility, known as The Block, features versatile multi-use rooms suitable for activities such as meetings, parties, events, and fitness classes, as well as enhanced gathering spaces and a mini gymnasium. The surrounding six-acre park offers a variety of outdoor amenities, including a splash park, casual skating area, fire pit, hockey rink, basketball hoops, tennis/pickleball courts, a playground, picnic shelters, an amphitheater, and additional gathering spaces. This thoughtfully designed space will provide countless opportunities for residents to come together and enjoy their community.

The Seton HOA 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 Seton HOA's customers.

Position Summary

The Weekend Full-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 Block facility, park, and amenities of the SHOA. **This is a full-time permanent position. Successful candidates must be available to work both evenings and weekends.**

Key Responsibilities

General Facilities & Amenities Maintenance

- Responsible for the opening/closing of the Block facility
- Assist with all responsibilities in maintaining the SHOA facility, grounds and specific equipment
- Ensure set up of facility rentals, programs, events, and activities
- During Winter months, assist in snow removal and sanding of walkways around the SHOA premises and other areas as determined by the SHOA
- During Summer months, complete all required landscape maintenance, such as: mowing/trimming garbage pickup, weed control, watering, laying sod, seeding, flower and shrub planting
- 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 SHOA regulations, guidelines, policies and procedures
- Adhere to the SHOA 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: resumes@setonhoa.ca by March 13, 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.