

THE KEYSTONE NEIGHBOURHOOD COMPANY
Job Description

Job Title: Village Operations Staff

Pay Range: Up to \$10.00 per hour depending on experience

Benefits: Health, dental & vision insurance; life and long term disability insurance; uniforms provided; access to employee housing.

Supervisors: Direct supervision from the Village Operations Lead, Operations Supervisor and Operations Manager.

Supervises: NA

Scope: All KNC properties – including but not limited to River Run Village; Old River Run; all commercial areas in River Run; Springs/Red Hawk; Alders; Ski Tip; Trappers Crossing; Settlers Creek neighbourhoods.

Summary: Perform a variety of duties involved in the daily operations of KNC property areas including: basic maintenance, snow removal, event support, landscaping and irrigation.

Functions:

- Festival and event set up and tear down
- Daily swimming pool and hot tub maintenance
- Cleaning, sweeping, trash picking
- Trash removal (throughout village and commercial areas)
- Basic maintenance of assets
- Landscaping, irrigation, wetland maintenance. Including but not limited to raking, weeding, planting, pruning, watering, soil work and mowing)
- Snow removal (shoveling, hauling, including equipment operation)
- Guest information
- Assist in upkeep and repair of vehicles and machinery

Skills:

- Must be able to perform strenuous physical activity
- Ability to lift 50 – 80 pounds routinely
- Ability to learn to operate machinery including bobcats and trucks
- Ability to work outdoors and in severe weather conditions

Physical Demands:

Does the job require that weight be lifted or force be exerted? If so, how much and how often?

Amount of Time	None	Up to 1/3	1/3 to 2/3	2/3 and more
Up to 10 pounds				XX
Up to 25 pounds			XX	
Up to 50 pounds		XX		
Up to 70 pounds		XX		
Up to 100 pounds	XX			

Physical Demands Continued:

How much on the job time is spent performing the following physical activities?

Amount of Time	None	Up to 1/3	1/3 to 2/3	2/3 and more
Standing			XX	
Walking				XX
Sitting		XX		
Use fingers, hands				XX
Reach w/hands/arms				XX
Climb or balance		XX		
Stoop, kneel, crouch, crawl			XX	
Talk or hear				XX
Taste or smell	XX			

Vision Requirements of the job:

Close, distance, color, and peripheral vision; depth perception and ability to adjust focus

Other Special Requirements:

- Must be able to work weekends and holidays
- At certain times of the year (including snow days and summer festival weekends), may be asked to work hours outside unscheduled hours.
- High school education or equivalent preferred
- Must have a valid U.S. Drivers license that can pass insurance verification
- Must be able to work within a culturally diverse workplace