

**THE KEYSTONE NEIGHBOURHOOD COMPANY**  
**Job Description**

**Job Title:** Village Operations Staff

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

**Scope:** All KNC properties – including but not limited to River Run Village; Gondola Plaza; 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, trash removal, event and Warren Station support, landscaping and irrigation.

**Functions:**

- Daily swimming pool and hot tub maintenance
- Cleaning, sweeping, trash picking
- Trash removal (throughout village, commercial areas and outlying neighbourhoods)
- 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)
- Festival and Warren Station event set up and tear down. Including, but not limited to, bar, restroom & window cleaning, mopping & vacuuming, table & chair set up/take down, trash & recycle removal, general building maintenance. Outdoor event/festival set up including, but not limited to, tent set up and sand bagging, portable bar installation
- Ability to work indoors in conference and private event settings.
- 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, trucks and ATV's
- Ability to work outdoors and in severe weather conditions

**Physical Demands:**

<b><u>Amount of Time</u></b>	<b><u>None</u></b>	<b><u>Up to 1/3</u></b>	<b><u>1/3 to 2/3</u></b>	<b><u>2/3 and more</u></b>
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		Close, distance, color, 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
- Must have a valid U.S. Drivers license that will pass insurance verification
- Must be able to work within a culturally diverse workplace