JOB DESCRIPTION

POSITION: Lead Maintenance Person

LOCATION: Horse Racing New Brunswick

STATUS: Full Time-Salary

DATE TO OFFER: February 21, 2009

GENERAL RESPONSIBILITIES:

- Responsible for the cleaning and maintenance of Horse Racing New Brunswick grounds and facilities and performs other related work as required.
- Communicate and update Maintenance Supervisor/Director of Operations as to the state of affairs of the grounds and facilities.
- Performs a full range of maintenance duties;

ESSENTIAL SKILLS:

- Manage multiple tasks and programs.
- Able to communicate effectively: both written and verbally.
    - Communicate and work with staff with attention to detail and immediate follow up.
    - Communicate and work with horsemen with attention to detail and immediate follow up.
- Understanding of horse racing, various industry branches and programs offered.

NOTE:
The following programs/events/projects identify the main responsibilities of the said employee. The identified staff person is responsible to lead the program/event/project to its predetermined goals.

As work at Horse Racing New Brunswick is primarily team based, individuals constantly support one another in all programs/events/projects beyond the employee's main area of responsibility.

MAIN RESPONSIBILITIES:

- Assists in servicing and replacing minor plumbing fixtures. Performs minor electrical work not requiring a licensed electrician such as replacing light bulbs and fuses.
- Minor carpentry and repair work.
- Maintain machinery, equipment and tools by cleaning, lubricating, greasing, oiling to ensure optimum working order;
- Maintains track surface and racing equipment;
- Applies paint, varnish, and stain to all types of surfaces in order to protect and beautify surfaces using appropriate tools and equipment;
- Maintains and makes routine repairs;
- Maintains buildings and related structures applying carpentry techniques and using carpentry tools to construct, alter, repair and/or install walls, stairs, floors, ceilings, windows, doors, roofs, gutters, locks, etc.;
- Perform structural repair;
- Keeps buildings in clean and orderly condition by performing a combination of activities including cleaning assigned areas;
- Maintains the cleanliness and appearance of floors by sweeping, mopping, and vacuuming. Washes interior surfaces of buildings such as walls, ceilings, windows, etc. using appropriate supplies and equipment;
- Empties waste receptacles and disposes of refuse and debris;
- Performs related duties such as loading and unloading equipment and supplies from vehicles;
- Performs outside duties such as washing windows, sweeping walks, shovelling snow, and picking up trash;
- Receives immediate supervision in performing structured but not routine work. Limited discretion is required;
- Patches and paints walls. Sweeps exterior walkways, waters landscape, plants flowers, weeds and mows lawns, and performs snow removal of driveways and walkways;
- Ensures maintenance labourers receive tasks as required and execute same.
- Performs related duties as assigned.
- Must wear HRNB attire while on site.

Horse Racing
New Brunswick