



**MANITOBA  
CYCLING  
ASSOCIATION**

**DRAFT**

## Summer Jobs – 2018

### Mountain Bike - Trails/Grounds Maintenance

### Green Team Grant

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#### **JOB SUMMARY:**

The Manitoba Cycling Association Inc. wishes to employ three (3) part-time staff to maintain the grounds and equipment at the Bison Butte Mountain Bike trails located at FortWhyte Alive. In addition to Bison Butte, staff will also support venue preparations as needed and time permits, for some Manitoba Cycling Association (MCA) sanctioned race events if required.

#### Grounds Maintenance:

Workers will perform a variety of tasks, which may include any combination of the following: mowing, trimming, digging, raking, equipment inventory, equipment maintenance, garbage collection/disposal, and trail inspections.

#### Equipment Management:

Workers will perform a variety of tasks, which may include any combination of the following: Labelling, organizing, cleaning, minor repairs, maintaining, and inventory.

### Race Course Preparations:

Workers will perform a variety of tasks, which may include any combination of the following: Course sweeping, course taping, trail racking, and supporting race set-up/take-down.

Staff will be expected to be ambassadors for the Mountain Bike trails at Bison Butte, representing the Manitoba Cycling Association and the **Urban Green Team Grant** and will conduct themselves in a professional and friendly manor at all times.

### **Employee Requirements:**

Employee(s) must:

- Be between the ages of 16 to 29
- Be a resident of Manitoba (have a social insurance number)
- Have a valid driver's license
- Have flexible availability. Work schedule could vary from day-time hours to evenings and weekends with confirmation of schedule a week in advance.

Employees will complete a First Aid training and a power tool safety course. Employees will complete Provincial workplace safety and health regulations as per [www.safemanitoba.com](http://www.safemanitoba.com).

Knowledge of trail building principles and event support is an asset, but not required.

### **Job Activities:**

**Performing General Physical Activities** - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as extensive walking, climbing, lifting, raking, stooping, and handling of materials.

Work is outdoors over the summer and workers need to keep well hydrated and protect themselves from the heat/bugs. There are no washroom facilities etc. at the Bison Butte venue.

**Handling and Moving Objects** - Using hands and arms in handling, installing, positioning, and moving materials.

**Operating Vehicles, Mechanized Devices, or Equipment** - Running, maneuvering, and navigating equipment, such as lawn mower and weed trimmer.

### **Tasks:**

- Cutting Grass
- Controlling the spread of weeds (i.e.: using weed trimmer)
- Litter Pick-up and disposal
- Minor repairs to trails (i.e.: raking, packing down material, removal or replacement of rocks, moving material with the use of a wheelbarrow, removal of rebar)
- Assist with special build projects
- Trail Signage inspection
- Equipment/tools maintenance
- Assist race directors with some MCA sanctioned activities (course set-up/take down, and venue preparation requirements)
- Reporting and communicating any hazards/concerns to Facility Supervisor

### **Skills needed for: Grounds keeping**

**Operation and Control** - Controlling operations of equipment or systems.

### **Knowledge, Experience, Education Required for Grounds keeping**

**Mechanical** - Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

### **Reporting Requirements:**

Staff will report into Alex Man and/or Wayne Bishop for all Bison Butte Maintenance activities. Staff will report into the Race organizer for assigned races requiring venue support. Staff will maintain and forward daily time sheets to the Executive Director of the Manitoba Cycling Association.

### **Application Process/Hiring Timelines:**

Applications will be accepted up until 5pm Wednesday, May 16th

Interviews will be scheduled the week of May 21.

Final selection of candidates will be made the week of May 28.

Start Date: Monday June 4<sup>th</sup>

End Date: Friday, August 31<sup>st</sup> (or sooner if hours are accumulated before this date)

### **Staffing Team**

- 3 Staff
- 300 hours Total
- June – Aug (Approx. 10-12 weeks, ending on or before August 31/18)

## **Employer Contacts:**

### **Primary/Manitoba Cycling Association:**

Twila Cruickshank

Executive Director

[Cycling.ed@sportmanitoba.ca](mailto:Cycling.ed@sportmanitoba.ca)

204-925-5686 (work)

204-298-7030 (cell)

### **Venue Supervisors/Bison Butte:**

Alex Man

Mountain Bike Trail Designer

Scatliff + Miller + Murray

[aman@scatliff.ca](mailto:aman@scatliff.ca)

204-927-3444 (work)

204-794-6931 (cell)

Wayne Bishop

2 Wheel Revolution

[Wayne.bishop.2wr@gmail.com](mailto:Wayne.bishop.2wr@gmail.com)

204-470-7003 (cell)