



# MANITOBA CYCLING ASSOCIATION

## Summer Jobs – 2019 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 may also support venue preparations for MCA events as needed and time permits.

#### 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: (Time permitting)

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 15 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 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 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, removal of rebar, and handling of materials.

Work is outdoors over the summer months. Workers need to keep well hydrated and protect themselves from the heat/bugs/ Storage facilities must be securely locked before leaving.

Note: There are no washroom facilities or restaurants at the Bison Butte venue. It is suggested that workers have a bike and use the facilities at FortWhyte Alive when if/when required.

**Handling and Moving Objects** - Using hands and arms in handling, installing, positioning, moving, and lifting 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 Tuesday, April 30, 2019

Interviews will be scheduled between May 01 – 05.

Final selection of candidates will be made the week of May 06.

Start Date: Tuesday May 14, 2019

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

### **Staffing Team**

- 3 Staff
- 300 hours Total
- May 14 – Aug 31, 2019

### **PLEASE CONTACT:**

#### **Manitoba Cycling Association:**

Twila Cruickshank/Executive Director

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