



MANITOBA CYCLING ASSOCIATION

Urban/Hometown Green Team Summer Jobs – 2023 Mountain Bike – Trail Maintenance

JOB SUMMARY:

The Manitoba Cycling Association Inc. in partnership with the Province of Manitoba are pleased to offer part-time summer employment at the Bison Butte Mountain Bike trails because of the Urban/Hometown Green team grant.

Staff hired will maintain the grounds, trails, and equipment at the Bison Butte Mountain Bike trails located at FortWhyte Alive this summer.

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.

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 always conduct themselves in a professional and friendly manor.

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 or ability to get to job site

- Work hours as per the schedule provided.
- Must be independent workers and work well as a team.
- Must have strong communication skills.
- All staff must always follow Public Health Orders and Covid-19 protocols.

*Employees will complete a power tool safety workshop.

*Employees will complete Provincial workplace safety and health regulations as per www.safemanitoba.com/workers.

*Staff hired must:

- be members of the Manitoba Cycling Association
- have a social insurance number
- complete a criminal record check
- complete an Urban/green team employee profile
- provide payroll information

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, rain, and bugs.

Storage facilities and access gates must be securely locked.

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 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 if approved and required
- Trail Signage inspection
- Assist with new signage install

- Equipment/tools maintenance
- Assist race/program directors with MCA sanctioned activities (course set-up/take down, and venue preparation requirements should events be scheduled and sanctioned by the MCA at this location.
- Flagging, 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 a Site Supervisor on duty for all Bison Butte Maintenance activities. Weekly meetings will take place with Supervisor to assign priorities.

A consistent schedule will be determined in advance for staff. The staff will work as a team.

Staff will maintain daily time sheets and forward to the MCA Office on each payroll cut-off date. Failure to produce time sheets by cut-off date will mean you will not get paid until next cut-off date.

Application Process/Hiring Timelines:

Applications will be accepted between [May 23 – May 31, 2023](#)

Candidates who meet eligibility and availability requirements will be interviewed.

Candidates must complete all paperwork and training before they can start work.

There must be a minimum of two employees to start

Final selection of candidates will be made and announced on mbcycling.ca

All work at Bison Butte will be completed on or before [September 30, 2023 or when grant hours have been used.](#)

Project Start date:

Start Date will be dependent of completion of paperwork required, Public Health regulations, and approval of staff from the Urban Green Team Grant.

The sooner your paperwork is in, the sooner you can start!

Must have a min. of 2 staff to start.

Project End date:

September 30, 2023 or sooner if the total number of hours allotted for the projects are accumulated before this date.

Staffing Team:

Minimum of 2 Staff need to always work onsite together.

1 Supervisor will be assigned to team.

If/when a supervisor is not available, a staff lead will be appointed.

Application Checklist

Email resume, cover letter, and written application to cycling.ed@sportmanitoba.ca
Application (Title email: Green Team Application and your name)

Must have a social insurance number

Complete an Urban/green team employee profile

Provide payroll information

Additional Paperwork is required if applicant is 15 years of age. Young Employees

Must be a 2023 registered General member of the MCA for insurance purposes.
Expense will be reimbursed.

Membership

FOR FURTHER INFORMATION PLEASE CONTACT:

Manitoba Cycling Association:

Twila Cruickshank/Executive Director

Cycling.ed@sportmanitoba.ca

204-925-5686 (work) / **204-298-7030 (cell)**

All staff must ensure compliance with all Public Health Orders related to the ongoing COVID-19 pandemic, which can be found at <https://www.gov.mb.ca/covid19/index.html>