



Park Maintenance Labourer

Department: Parks & Operations

Reports To: General Manager and Park Foreman

Employment Type: Full-time/Permanent

This is a full-time, year-round position averaging approximately 30–40 hours per week. Scheduling may include daytime, evening, and weekend shifts depending on operational requirements and seasonal needs.

About Jensen Lakes Homeowners Association (JLHOA)

The Jensen Lakes Homeowners Association (JLHOA) is a nonprofit organization responsible for the stewardship of a 22-acre private lake, surrounding park grounds, beach areas, shared walkways, and community amenities within the Jensen Lakes community. Our mandate is to maintain, preserve, and enhance these shared spaces to ensure a safe, welcoming environment for all residents.

JLHOA is committed to responsible management, long-term sustainability, and consistent service standards. Our team maintains amenities year-round, upholds community rules, and ensures that residents and guests experience the safety, cleanliness, and overall quality that define Jensen Lakes.

Working at JLHOA means joining a team that directly contributes to the resident experience and supports strong community engagement. Every position plays an important role in helping residents feel informed, supported, and proud to call Jensen Lakes home. Staff are entrusted to make sound decisions that promote safety, clarity, and community pride. For individuals who value professionalism, teamwork, and meaningful work with visible impact, JLHOA offers a unique opportunity to develop skills in a truly unique community environment.



Position Summary

This full-time, year-round position plays an essential role in supporting the safe, clean, and efficient operation of JLHOA amenities and services. The Park Maintenance Labourer focuses primarily on hands-on operational work, including groundskeeping, equipment operation, shoreline care, preventative maintenance, and seasonal park preparation.

All staff contribute to daily operational workflows and support other team members to ensure JLHOA amenities remain safe, clean, and well-managed throughout the year.

This position is ideal for individuals who enjoy outdoor work and take pride in maintaining and growing community spaces.

Key Responsibilities

Operational Support

- Perform seasonal and year-round groundskeeping tasks, including: Lawn care (mowing, watering, turf repair) ,Horticulture (planting, pruning, weeding), Beach cleaning & grooming, Pressure washing, Snow removal and visual Inspections
- Operate and maintain equipment such as UTVs, lawn mowers, trimmers, leafblowers, utility boats, snowblowers, sweepers, plows, and similar tools.
- Support shoreline and lake care, including algae removal, vegetation control, and water treatment
- Maintain JLHOA amenities to meet established safety, aesthetic, and operational standards by responding to site wear, damage, and weather-related or other issues in a timely manner.
- Support and conduct preventative maintenance and minor repairs on park infrastructure, tools, and equipment.
- Assist with the setup and takedown of equipment for daily operations and special events.
- Install, operate, and maintain park amenities, including: Beachfront equipment, buoys, docks, and walkways, picnic areas, benches, fences, and waste receptacles, event, rental, and seasonal equipment
- Maintain recreational ice surfaces, including scraping, flooding, edging, and snow removal, Ice depth and Ice safety inspections



- Other tasks as required

Administrative Duties

- Maintain accurate records for equipment use and operational logs
- Provide high-quality customer service in all resident and visitor interactions.
- Other tasks as required

Qualifications

- High school diploma or equivalent
- Valid driver's license with clean driving abstract
- Ability to lift a minimum of 60lb
- Ability to work independently and manage multiple tasks
- CSA approved steel toe footwear

Assets

- First Aid Certification (preferred)
- Pleasure Craft Operator Card (Boating License)
- WHMIS
- 1+ year(s) experience in property or lake maintenance
- Previous experience with hand/power tools, and small engine machines
- CSTS

Application

Wage will be commensurate with qualifications and experience. This position offers an exciting opportunity to contribute to the operations of a unique and exclusive park and facility with exceptional amenities in the Jensen Lakes community.

If you meet or exceed the qualification requirements, please forward your cover letter and resume (including wage expectations and availability) to:

Calvin Kho - General Manager
Manager@jensenlakeshoa.ca