

BIG MANITOU REGIONAL PARK AUTHORITY

Big Manitou Regional Park Authority is accepting **closed tenders** for two (2) Contracted positions.

Golf Course Groundskeeper

Duties: Golf Course Groundskeeper including but not limited to:

- removal/disposal of garbage from facility & course;
 - mowing, weed-trimming, and when required spraying of weeds of golf course and large areas of park including beach area, green spaces, ball diamonds, campsites, etc.;
 - maintaining greens;
 - cleaning, disinfecting and maintenance of the clubhouse and porta-potties;
 - tracking of golf carts, owned by the Park Authority, tracking of Tee-Times and disinfecting & maintenance of carts as required after each use;
 - ordering & picking up supplies as required through a Purchase Order System;
 - regular maintenance of equipment/vehicle;
 - any other duties that may be requested by the Board.
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Regional Park Manager

Duties: Regional Park Manager including but not limited to:

- removal/disposal of garbage from facilities;
 - mowing with riding mower & weed-trimming of park, campsites & beach area;
 - cleaning of campsites (firepits, tables, raking);
 - removing seaweed from beach area;
 - maintenance/cleaning/disinfecting of bathrooms, showers, kitchen, portable toilet(s);
 - assist with ensuring the wood firebox is kept stocked for campers to access;
 - bookings/reservations of campsites and facilities;
 - receipting & collection of Park Fees which includes golf fees, cart rental & facility rentals;
 - ordering & picking up supplies as required through a Purchase Order System;
 - and any other duties that may be requested by the Board.
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The Park Manager and the Golf Course Groundskeeper will be provided with a campsite for the duration of the park season May 1-September 30, 2021.

Please **tender** for a monthly amount required and include a Criminal Record Check with Vulnerable Sector Screening.

Closed Tenders will be accepted until March 25, 2021 at 4:00 P.M. and will be opened at the board meeting March 25, 2021 at 5:30 P.M.

Mail to Big Manitou Regional Park Authority, Box 128, Marsden SK S0M 1P0 or bring to the Municipal Office in Marsden located at 103 Centre Street in a sealed envelope marked PARK TENDER.