

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.

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.

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.