



Outdoor Maintenance Personnel

Main Functions:

Working at Blue Heron - Tobermory, Outdoor Maintenance Personnel aid in maintaining the grounds at all locations of the Blue Heron Company and helps with other tasks throughout the company when assistance is required.

Reports to:

General Manager – Ashley Miller

Job Duties:

Outdoor Maintenance Personnel perform some or all of the following duties:

- Go to all stores, boats, motel, and Beavertails to pick up any garbage and/or cardboard. Bring the garbage and the cardboard to the dumpsters at the motel parking lot, ensuring the cardboard is broken down and flat before going into the cardboard dumpster.
- Take a garbage bag and garbage sweeper and walk all around the motel, stores, and boat docks picking up any garbage and sweeping up all cigarette butts.
- Sweep the cement steps at the motel and at Beavertails. Also sweep the Beavertails patio, the Ticket Booth patio, and the boardwalk in front of the boats.
- Fill all brochure boxes at all the ticket booths in the parking lots.
- Wash down all the benches around Beavertails in order to remove the grease.
- If required and if time permits, clean up the tool room – placing tools and supplies that are lying out on the tool bench in the appropriate location.
- Restock motel supplies from the cave when necessary.
- Clean and organize shelves in the cave.
- Go around to all locations and ask the manager or a staff member in charge if they need assistance with anything at their location.
- Prioritize maintenance needs as they arise, can be found on repairs list in office

Essential Skill Requirements:

- Ability to work with minimal supervision
- Continuous learning
- Ability to locate and find needed information without direct supervision
- Ability to work with others
- Punctual, meticulous and reliable
- Knowledge of the Tobermory area to answer questions from patrons

Working Conditions:

- No shifts will begin before 7:00am or end after 10:00pm.
- Outdoor Maintenance Personnel entitled to a ½ hour unpaid lunch and two 15 minute coffee breaks paid time – but the time this is taken should be flexible – when working a 5+ hour shift
- Outdoor Maintenance Personnel are frequently working outdoors, exposed to noise and a regular flow of people.
- Must wear Blue Heron Company approved uniform at all times. Please see Employee Handbook for details.



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