



Head of Maintenance

Last updated: August 2024

Reporting to the General Manager, the Head of Maintenance is responsible for supervising and overseeing the maintenance and repairs to all of the snowmobile trails, maintenance vehicles & equipment, parking lots, buildings and infrastructure owned and/or operated by the Eagle Valley Snowmobile Club.

Job Type: Full-time (seasonal) 6 to 8 months per year
40 hours per week on average, including weekends and holidays
Beginning approximately November 1st (weather dependent)

Salary: \$4000 to \$5000 per month (based on experience)
Days off will be given in-lieu of statutory holidays

The Head of Maintenance will work 5 regularly scheduled days per week and will be on-call 7 days per week throughout the operating season. The successful candidate will be required to respond to unforeseen problems and/or emergencies at ANY TIME throughout the operating season. Applicants must have a personal cell phone and access to a vehicle capable of winter travel.

Responsibilities and Duties

General Responsibilities

- Working with the General Manager to identify and prioritize maintenance tasks
- Ensuring maintenance and repairs are completed efficiently and in a timely manner
- Communicating daily maintenance updates to the Operations Coordinator
- Ordering parts and supplies for vehicles, buildings, and equipment
- Tracking maintenance expenses and adhering to the department's approved budget
- Transportation and set-up of supplies/equipment for special events
- Informing the General Manager of significant repairs, hazards, and/or safety concerns in a timely manner
- Additional responsibilities and tasks as reasonably assigned by the General Manager

Supervision & Oversight

- Participate in interviewing, hiring, and onboarding of all maintenance employees
- Provide training and oversight of all maintenance employees and contractors
- Training employees to inspect, maintain, and safely operate all equipment
- Scheduling of all maintenance employees to ensure adequate coverage throughout the operating season (including club events)
- Delegating maintenance tasks to employees and contractors on a daily basis
- Ensuring pre- and post-trip inspections are performed and documented
- Reviewing and verifying maintenance and fuel logs on a daily basis
- Ensuring maintenance staff have the required resources and direction to perform their daily duties safely and efficiently
- Provide direction and oversight to club volunteers during 'Work Bees'
- Ensure employees adhere to company policies and WorkSafe regulations
- Review and update employee policies and safety procedures on a regular basis
- Address and resolve employee problems and concerns in a timely manner



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Trail Maintenance & Grooming

- Working with the General Manager and Lead Groomer to oversee the trail grooming program to consistently provide high-quality snowmobile trails throughout the operating season
- Off-season maintenance on snowmobile trails (eg. trail brushing, deadfall removal, drainage repairs, removing rockslides, etc)
- Ensuring the safety of all trail users by identifying and removing all hazards (eg. danger trees, fallen rocks, sinkholes, washouts, etc)
- Maintaining safety and wayfinding signage at the trailheads and on the trails
- Ensuring the prompt removal of snow and ice from parking lots and access roads

Vehicle & Equipment Maintenance

- Transporting snowcats and grooming equipment to/from trailheads at the beginning/end of each season
- Regularly inspecting vehicles and equipment to identify repairs and preventative maintenance
- Overseeing maintenance and repairs on fleet of snowcats
- Overseeing maintenance and repairs on fleet of service trucks
- Overseeing maintenance and repairs on small engines (eg. generators, chainsaws, snowmobiles/UTV, etc)
- Keeping up-to-date maintenance and fuel logs for all vehicles and equipment
- Informing the General Manager of significant mechanical issues and/or safety concerns in a timely manner
- Available after-hours to respond to emergencies and/or mechanical failures

Building Maintenance & Repairs

- Transporting ticket booths to/from trailheads at the beginning/end of each season
- Maintenance and repairs on the ticket booths, cabins, outhouses, storage facilities, offices, and all other infrastructure used by the club
- Ensuring an adequate supply of firewood, newspaper, toilet paper, and First Aid supplies in all cabins throughout the operating season
- In conjunction with the Operations Coordinator, ensuring the ticket booths are in good working order and are adequately stocked with supplies to remain operational throughout the season (eg. fuel, propane, batteries, toilet paper, etc)
- Overseeing maintenance of webcams, solar panels, inverters, and associated infrastructure
- Maintaining safety and wayfinding signage on the ticket booths and in the cabins
- Removal of garbage and recycling from the cabins and at the trailheads
- Scheduling pump-outs of trailhead outhouses and disposal of garbage and recycling



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Qualifications

Education and/or Certificates

- High school diploma or general education degree (GED) is required
- Class 5 Drivers License & Driver's Abstract are required
- Journeyman Mechanic or Heavy Duty Mechanic Certification is an asset
- First Aid training is an asset
- Avalanche Safety training is an asset
- ORV/ATV operator safety training is an asset

Skills & Experience

- At least 3 years of mechanical experience in a professional shop setting
- Heavy equipment and/or snowcat experience is an asset
- Experience supervising employees in a shop setting is an asset
- Ability to work proactively with management and with co-workers
- Willingness to train and assist employees with day-to-day tasks
- Strong leadership, communication, and problem solving skills
- Able to prioritize and delegate tasks efficiently
- Able to identify and mitigate safety hazards/risks
- Confident and experienced driving in winter conditions
- Capable of safely operating snowmobiles, vehicles, and ORVs independently
- Knowledge of avalanche safety and experience operating in avalanche terrain
- Strong understanding of WorkSafeBC policies
- Knowledge of local snowmobile trails and cabins is an asset

As an Eagle Valley Snowmobile Club employee, it is your responsibility to follow the club's safety policies and best practices, as well as maintaining a friendly and positive attitude every day with all guests, members, and employees.

Application Process

To apply for this position, please submit your resume and driver's abstract to admin@sledsicamous.com prior to **October 1st, 2024**.