

Job title	<i>Maintenance Team Member</i>
Location	<i>Stewart – Cassiar Highway, 249km, Northern BC</i>
Reports to	<i>Maintenance Manager / General Manager</i>
Updated	<i>October 2022</i>

Job Summary

General maintenance technician is a skilled person who is versatile in fixing and maintaining machines, equipment, appliances and general duties. GMT carries out a wide range of duties; these include maintenance of all utilities (Electricity, Hot & Cold Water, Sewage & Refuse); buildings (fixtures & fittings), carpentry, painting, pest control, recycling, landscaping, vehicles & equipment general repairs. Maintenance and cleanliness play an important part in the lodge operations and the service we provide to our guests, and must be at the highest of standards.

Essential Duties

- Carry out all duties that are necessary in resolving reactionary activities, and report the need for further maintenance and safety to Lodge Management.
- Ensure safe and proper use of all tools in the workshop.
- Carryout detailed evaluation of workshop equipment to ensure that they are in good condition for proper functioning.
- A Preventative Maintenance Schedule (PMS) will be adhered to as part of the Standard Operating Procedures.
- Provide accurate, appropriate and immediate responses to all requests by guests.
- Possess the ability to work without supervision.
- Maintain a positive attitude and contribute towards a quality work environment.
- Carry out ground works by mowing lawns, weeding flower beds, clearing grasses, removing snow and ice on porches, stairs and walkways ensure a clean, safe and healthy environment.
- Evaluate other temporal or seasonal workers in a range of construction works; assign different tasks to them based on their area of specialization.
- Ensure maximum safety of all workers under your supervision by ensuring that they observe all safety measures to the latter, and report conditions that are likely to endanger safety of workers to management for quick resolution.



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- Perform the installation and repairs of fire and emergency alarms and other appliances that are used to call out for help in case of emergency.
- All staff is required to carry a radio at all time while working. You will be responsible for this radio from start to finish of your shift, and will be responsible for the cost if lost or broken.
- Familiarize yourself with the Last Frontier Heliskiing Rescue Plan.
- Have general knowledge of current lodge information; skiing conditions; weather; etc.
- Correct and thorough handovers are very important.
- All other duties assigned by the Lodge Management.

Core Competencies

- Have good knowledge of electricity, carpentry and plumbing among other technical skills.
- Have good knowledge of troubleshooting techniques in order to determine exact problems and tackle them accordingly.
- Exhibit good mechanical skills handling equipment to avoid causing injuries to self and others.
- Excellent ability to communicate system problems to both co-workers and management for proper understanding
- Have good administrative and organizational skills, to ensure that all maintenance activities are seamlessly completed.
- A command of English language verbal and written.
- Ability to think clearly and make quick decisions.
- A professional manner, calm and work accurately under pressure.
- Flexibility and a positive attitude.
- Must have problem solving abilities, be self-motivated and organized.
- Guest-orientated attitude with excellent communication skills.
- Ability to communicate effectively with guests, lodge management, and co-workers.
- Ability to balance work & social life, and not report for duty in an inebriated state.
- Passion for the outdoors is an asset.

Qualifications / Skills

- A Tertiary technical qualification.
- Certified in one or more trades, Carpentry, Plumbing, Electrical, Mechanics.
- Experience working with trade contractors major building and or renovation projects.
- Experience with CMMS Computerized Maintenance Management Systems.
- Experience with PMS Preventative Maintenance Schedules.
- Certified or Trained in Facility Management .
- High school qualification or its equivalent.



Working Conditions

Lodging and all meals are supplied while working. Transport is provided from Smithers/Terrace to the lodge. Subsidized accommodation in Smithers available for the week off.

I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION AS STATED ABOVE AND ACCEPT THAT ANY OF THE TASKS MAY BE MODIFIED AND/OR CHANGED. I ACCEPT RESPONSIBILITY FOR KNOWING THE MODIFICATIONS AND/OR CHANGES IN THIS JOB DESCRIPTION. I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB AS LISTED ABOVE.

Employee Signature:	
Date Signed:	
Supervisor Signature:	
Date Signed:	