



BELL 2 LODGE

HWY 37 BRITISH COLUMBIA

A Northern Oasis



Job title	<i>Assistant Maintenance Manager</i>
Location	<i>Stewart – Cassiar Highway, 249km, Northern BC</i>
Reports to	<i>Maintenance Manager / Lodge Manager</i>
Updated	<i>May 2026</i>

Job Summary

Bell 2 Lodge is seeking an experienced, motivated, and hands-on Assistant Maintenance Manager to support the operation and long-term upkeep of the lodge's facilities, infrastructure, vehicles, utilities, and equipment.

Working closely with the Maintenance Manager, this role is responsible for assisting in the day-to-day operation of the Maintenance Department, ensuring that all systems are maintained safely, efficiently, and to a high standard. The Assistant Maintenance Manager helps oversee preventive maintenance programs, coordinates repairs and projects, supervises maintenance staff, and supports ongoing improvements to the property and guest experience.

This position requires a strong technical background, excellent organizational and leadership skills, and the ability to work effectively in a remote mountain lodge environment. During periods when the Maintenance Manager is off-site, the Assistant Maintenance Manager assumes full departmental leadership and operational responsibility.

Essential Duties & Responsibilities

Department Operations & Leadership:

- Assist with scheduling, training, supervising, and motivating Maintenance Department team members
- Support the organization and coordination of daily departmental operations and workloads.
- Delegate tasks appropriately based on team members' skills and experience
- Maintain clear communication with Lodge Management regarding operational priorities, maintenance issues, staffing concerns, and project updates
- Assume responsibility for the Maintenance Department during the absence of the Maintenance Manager.
- Maintain a positive, professional, and productive work environment within the department
- Report HR-related matters involving maintenance staff to Lodge Management



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Facility & Infrastructure Maintenance:

- Assist in planning and prioritizing maintenance and repair activities for all lodge facilities, infrastructure, utilities, and equipment
- Prioritize critical systems including power, water, sewage, internet, safety systems, and overall property aesthetics
- Perform and oversee preventative maintenance in accordance with the Preventative Maintenance Schedule (PMS)
- Respond promptly to maintenance issues and emergency situations
- Identify and report additional repair requirements or safety concerns to Lodge Management
- Perform installation, maintenance, and repair of fire alarms, emergency systems, and related safety equipment
- Ensure all workshop tools and equipment are maintained in safe working condition
- Conduct regular inspections of workshop equipment and lodge infrastructure
- Maintain accurate and up-to-date maintenance records and logs

Vehicles, Equipment & Inventory:

- Ensure all vehicles are clean, fueled, inspected, and properly maintained
- Monitor and maintain inventory levels of tools, parts, supplies, and maintenance materials
- Support cost-effective purchasing practices, including obtaining competitive quotes when appropriate
- Ensure maintenance equipment and tools are used safely and responsibly
- Assist with organizing and maintaining workshop and storage areas

Safety & Compliance:

- Implement and enforce departmental safety policies and procedures
- Ensure all maintenance staff consistently follow safe work practices and protocols
- Maintain familiarity with lodge emergency and rescue procedures
- Carry a radio at all times while on duty and ensure proper use and care of communication equipment
- Operate in compliance with WorkSafeBC regulations and Northern Health requirements
- Support a strong culture of workplace safety throughout the lodge

Lodge Operations Support:

- Collaborate with Lodge Management and other departments on projects and operational tasks affecting guests, staff, and lodge operations
- Oversee the weekly lodge transfer to ensure it is completed safely, efficiently, and productively
- Provide professional, timely, and effective responses to guest requests and operational needs
- Maintain general knowledge of lodge operations, weather conditions, activities, and guest services

Required Skills & Experience

- Strong knowledge of mechanical, electrical, plumbing, carpentry, and general maintenance systems
- Strong knowledge of electrical, hydraulic, plumbing, mechanical, and building systems
- Experience operating and maintaining tools, equipment, and utility systems
- Ability to interpret blueprints, specifications, and schematics
- Excellent troubleshooting and problem-solving skills
- Strong computer, organizational, administrative and record-keeping skills
- Ability to prioritize tasks and manage multiple projects in a fast-paced environment with often changing and competing demands
- Ability to work independently with minimal supervision
- Strong leadership and team management ability, including proven effective interpersonal skills
- Professional communication skills (both verbal and written), including the ability to clearly and concisely communicate complex technical aspects to colleagues across different departments and knowledge levels
- Ability to remain calm and make sound decisions under pressure
- Strong attention to detail and commitment to high standards
- Positive attitude, flexibility, and strong work ethic
- Ability to work cooperatively with guests, management, contractors, and coworkers
- Ability to maintain professionalism and reliability, managing work life balance in a remote living and working environment
- Passion for the outdoors, mountain environments, and skiing is welcomed

- Minimum 10 years' experience in a maintenance or facilities management role preferred
- Full valid driver's license with clean abstract required
- Experience working in remote lodges, resorts, camps, or similar environments is considered an asset
- Experience working in a high-end guest facing environment an asset

Working conditions

This is a year-round, live-on-site position based in remote Northern BC. Standard work rotations are on a 3-week on, 1-week off schedule, working 10 hours per day whilst on rotation. This role involves physically demanding tasks, outdoor work in varying weather conditions, lifting, climbing, and extended periods on your feet.

Lodging and all meals are provided whilst on rotation. Employees are required to vacate the lodge during scheduled time off. Transportation between the lodge and Terrace is provided for scheduled rotation changes. During the heliskiing season, alternative transport to Smithers can also be provided, where subsidized accommodation for your scheduled time off is available (winter only).

Flights are the responsibility of the employee, however a company Travel Policy is in place which provides partial flight coverage based on years of service and position within the company.

Please note we are unfortunately not able to accommodate pets.

This type of work environment is challenging and demanding. The people who thrive here are intrinsically motivated by a passion for service, take pride in everything they do, and have a genuine interest in how all aspects of lodge operations come together to create meaningful experiences for our guests.