Building Maintenance

Report To
Director of Operations, General Manager, Vice President, President

Purpose of the Job

Under the supervision of the General Manager and Director of Operations, this position provides a wide variety of functions and services within the organization. The incumbent is responsible for the maintenance, upkeep, and repairs to various buildings and their related facilities. These responsibilities include - but are not limited to - plumbing, heating and mechanical, carpentry, and repairs to cooking and related equipment.
Duties & Responsibilities

- During operating season do a complete daily inspection of Chalets and Annex Buildings
- Ensure high quality and prompt support service to the operating departments
- Contribute to the long-term reliability of the buildings, equipment, and facilities
- Maintenance, repairs, and improvements to the existing facilities achieve this. Projects, such as new construction and major renovations also fall under the scope of this position
- Ensure that fire extinguishers, alarms and emergency lighting are maintained and in working order at all times. Inspect monthly and tags upgraded at inspection
- Promote effective communication between the maintenance department and operating departments
- Participate in the procurement of parts and supplies necessary to complete projects
- Maintain building maintenance logs for record keeping purposes
- Complete weekly, monthly water sampling and monitor chlorination equipment per Public Health Specifications
- Responsible for cleanliness of your work area
- Read, understand and comply with all Resort policies and procedures
- Other duties as assigned

Skills & Educational Requirements

- Working knowledge of building trades
- Trained and experienced with carpentry tools
- Familiar with health and safety codes
- WHMIS
- Self-motivated individual who is an enthusiastic team player and able to work cooperatively with a number of departments
- Possess effective communication and problem solving skills
- Experience working with people of all ages
- Read & write English and able to differentiate between colours

Physical & Time Requirements

- Day Shift Hours 0730 – 1700
- Be on call and available, if required, on days off
- Follow lunch, washroom and break procedures as directed
- Physically fit to lift up to 40 lbs, assisted lifts with anything over 40 lbs
- Ability to ascend/descend a ladder and comfortable working from heights
- Ability to stoops, kneel, crouch
- Ability to push/pull
- Stability to walk on uneven surfaces and icy conditions
- Communicate, converse with and exchange accurate information with customers and fellow employees in a polite and professional manner