



## Lead Mechanic

**REPORTS To:** Director of Operations, General Manager

### PURPOSE OF THE JOB

The Lead Mechanic is to supervise the Maintenance Shop crew while maintaining, and performing modifications to the resort's large and varied vehicle fleet. This fleet includes, but is not limited to, ATV'S, snowmobiles, utility tract vehicles, snow groomers and their implements, earth scrapers, bulldozers, tractors, loaders, and a wide variety of commercial and passenger road vehicles. This position also works closely with the Parts Controller, the Groomer Supervisor, and all other departments while communicating effectively with all. It is the responsibility of the Lead Mechanic to set and maintain the standard for quality and quantity of work.

### DUTIES & RESPONSIBILITIES

- Responsible for outlining tasks required by be completed by shop mechanics
- Responsible for the procurement of parts and supplies necessary to complete projects and regular repairs.
- Regular maintenance and repairs to vehicles fleet - giving priority to the appropriate machine/job then record maintenance onto a work order or inspection record in an efficient and timely manner
- Contribute to the long-term reliability of machinery and vehicles.
- Promote effective communication between the maintenance shop and other departments.
- Setting the standard for cleanliness and organization of the shop - this takes team work to accomplish and is a part of everyone's job.
- Lead by example regarding proper procedure for signing out/in shop tools
- Set the standard for care and maintenance of company property including vehicles
- During operating season, assist in lift start up in the morning
- Lead by example especially regarding lock out procedures, snowmobile use, and other vehicles use.
- During operating season, ensure prior to days off that sufficient work schedule and tasks are left for mechanics to keep busy with
- Create a motivated workplace
- Use extreme caution when operating snowmobiles
- Health and safety responsibilities and duties are to identify hazards and train employees on such hazards and take every reasonable precaution to prevent hazards
- Read, understand and comply with all Resort policies and procedures. Ensure staff are aware of and follow them as well. Lead by example, especially regarding lockout procedures; snowmobile use, and other vehicle use
- Other duties as assigned



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### SKILLS & EDUCATIONAL REQUIREMENTS

- Qualified Journeyman
- Minimum 4 year experience as a licenced mechanic
- Experience in a supervisory position
- Trained to assist with the startup of carpet lifts, fixed grip and detachable ski lifts
- Lift Evacuation training and experience
- Knowledge of resort type environment and customer expectations
- Working knowledge of Risk Management
- Excellent communication and delegation skills required
- Familiarity with Health and Safety Code
- WHMIS
- Snowmobile, ATV and Kubota experience
- Well organized and ability to prioritise and multi-task
- 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
  
- Work outdoors, in extreme weather conditions
- Able and willing to climb lift towers and work above ground in stations (Ability to ascend/descend a ladder and comfortable working from heights)
- Ability to push/pull
- Physically fit to shovel snow
- Lift up to 40 lbs, assisted lifts with anything over 40 lbs
- Ability to remain stationary for long periods of time
- Ability to stoops, kneel, crouch
- Stability to walk on uneven surfaces and icy conditions
- Communicate, converse with and exchange accurate information with customers in a polite and professional manner

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Employee Signature

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Date

**Andre Huter**

Andre Huter, Director of Operations