

# Lift Operations

# Supervisor

**Reports To:** LIFT OPERATIONS MANAGER, DIRECTOR OF OPERATIONS

## PURPOSE OF THE JOB

The Lift Supervisor will oversee their individual section for daily overall operations of the lift including Lead Lift Operator and Lift Operators and will be trained and experienced in normal operational and emergency procedures. This position works closely with the Lift Operations Manager to ensure procedures are carried out professionally. Responsible for the safe operation of the Mount St Louis Moonstone Ski Resort ski lifts and to report any discrepancies to Management as they arise, under the supervision of the Lift Operations Manager and Director of Operations. Aware of the health and safety procedures associated with job tasks in the area of the Lift Operations Department.

## DUTIES & RESPONSIBILITIES

- Accept directives from Lift Operations Manager and Director of Operations
- Familiar with current Lift Operators Manual and any revisions
- Ensure lift crew are in position and effectively doing their job – if not address situation promptly
- Conduct the practical on the job training of the lift staff standards and fill out practical training reports
- Assist lift crew throughout the day – keep a high visible profile to your assigned crews
- Cover for any lift operator that may be late or sick until relief arrives and also cover Lift Operator breaks and lunch
- Ensure all lift crew members follow and practice policies as set in the Lift Operators Manual and the Employee Handbook
- Ensure breaks and lunch schedules are taken at appropriate times and are of proper lengths
- Responsible for the startup of lifts
- Ensure all mechanical and operational checks are to Management standards before putting lift into public service
- Perform minor maintenance tasks
- Inform Maintenance of problems or potential problems
- Initiate, help and check snow maintenance is being performed when necessary and correctly
- Ensure lift logs are correctly filled out
- Ensure opening and closing procedures are followed and completed on time
- Ensure lifts are shut down properly – safety circuit and panel off, heat turned down, etc.
- Health and safety responsibilities and duties are to identify hazards and train employees on such hazards and take every reasonable precaution to prevent hazards
- Complete lift related incident form correctly
- Able to perform auxiliary evacuation and assist as required
- Assist ski patrol whenever able
- Use extreme caution when operating snowmobiles

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- Wear appropriate clothing for the day and pack a lunch.
- Read and understand company policies and procedures
- Other duties as assigned

### SKILLS & EDUCATIONAL REQUIREMENTS

- Knowledge of TSSA Lift Operating Requirements, Z98-07 or 209/01 and Director's Safety Orders
- Lift Evacuation training or experience
- Trained in ski industry type environment and customer expectations
- Public relations
- Create a motivated workplace and create situations to increase work productivity
- Delegate to workers where required, and be responsible for their actions
- Experience as a Supervisor
- Good communication skills
- Read & write English and able to differentiate between colours

### PHYSICAL & TIME REQUIREMENTS

- Day Shift Hours 7:30 am – 5:00 pm, depending on snow maintenance
- Night Shift Hours 1:00 pm – 9:30 pm
- Be on call and available, if required, on days off
- Follow lunch, washroom and break procedures as directed
  
- Work outdoors, in extreme weather conditions
- Ability to push/pull
- Physically fit to shovel snow
- Lift up to 40 lbs, assisted lifts with anything over 40 lbs
- Ability to stand for long periods of time outside while working loading area
- Stability to walk on uneven surfaces and icy conditions
- Ability to ascend/descend a ladder and comfortable working from heights
- Peripheral vision
- Communicate, converse with and exchange accurate information with customers in a polite and professional manner

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Employee Signature

Date

**Andre Huter**

Andre Huter, Director of Operations