

Maintenance Manager

Start Date – March 2022

End Date – Oct/Nov 2022

Property Overview:

Pine Bungalows is a unique property of 58 individual cabins & 16 hotel rooms, located on the banks of the Athabasca River in Jasper National Park. Pine Bungalows is located just minutes from downtown Jasper.

Summary of Responsibilities:

Reporting to the Resort Operations Manager, responsibilities and essential job functions include, **but are not limited to**, the following:

- Manage septic maintenance
- Manage plumbing maintenance
- Manage Maintenance logbook, be accountable to record jobs that have been completed
- Competently assess importance of various jobs and prioritize
- Provide inventory on equipment and supplies
- Ensure orders are made in a timely fashion
- Ensure all safety policies are exercised
- Be versatile and able to react to situations as they occur
- Small jobs on behalf of our guests as required (ie: boosting vehicles)
- Replace tools as they are used and ensure that they are in good working condition
- Emptying and disposing of garbage
- Processing of recycling
- Assisting housekeeping as required and needed
- Cutting, weeding and watering lawn and plants
- Cutting and distributing firewood
- Consistently offer professional and friendly service
- Acknowledge all guests
- Respond to any guest enquiries by answering directly or forwarding their enquiry to Front Desk
- Ensure all departments policies and procedures are exercised
- Keep all areas neat and tidy
- Ensure lost & found items are returned to FD
- Work with minimal supervision
- Clerical duties as required

Qualifications:

- Previous Maintenance experience
- Tool Cat/ Bob Cat experience
- General knowledge of HVAC and Plumbing systems
- Proficiency in English (verbal and written), second language an asset
- Proficient at printing and writing in English
- Must possess a professional presentation

- Strong interpersonal and problem-solving abilities
- Highly responsible & reliable
- Ability to work well under pressure in a fast-paced environment
- Ability to work cohesively with fellow colleagues as part of a team
- Ability to focus attention on guest needs, remaining calm and courteous at all times

Shifts:

- Full Time
- Approx. 40 hours/week based on seasonal demand.
- Shift work – Day, Evening, Weekend
- Two consistent regular days off are almost always provided

Wage:

- \$25+/hr based on experience
- Performance and Pay review at 3 months
- Cash Bonus Programs available
- Industry discounts available

Staff Accommodation:

- Staff Accommodation is available on-site

Physical Aspects of the Position (include but are not limited to):

- Frequent standing and walking through shift
- Frequent kneeling, pushing, pulling, lifting
- Must be able to carry and lift loads of up to 50lbs on a regular basis
- Occasional ascending or descending ladders, stairs and ramps

Visa Requirements:

- Must be legally eligible to work in Canada. We are unable to assist candidates in obtaining Canadian work authorization

Pine Bungalows is an Equal Opportunity Employer and we value diversity within our workplace