

Maintenance Attendant / Groundskeeper

Property Overview:

Pine Bungalows is a unique property of 52 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 Maintenance Manager, responsibilities and essential job functions include, **but are not limited to**, the following:

- Assisting with a variety of maintenance tasks (including plumbing & septic work)
- Small jobs on behalf of our guests
- Assess importance of various jobs and prioritize
- Be versatile and able to react to situations as they occur
- Assisting in opening the cabins in Spring and closing the cabins in Fall
- Landscaping – mowing, whipper snipper, weeding, watering, planting
- Firewood – chopping, stacking, delivering to cabins and communal fire pits
- Preparing the grounds outside of cabins after guests check out (emptying and cleaning fire pits, cleaning up trash, stacking chairs, etc.)
- Emptying and disposing of garbage
- Processing of recycling and cardboard
- Picking up litter around the property
- Consistently offer professional and friendly service
- Respond to any guest enquiries by answering directly or forwarding their enquiry to Front Desk
- Assist Housekeeping team if needed
- Driving a golf cart around the property
- Replace tools as they are used and ensure that they are in good working condition
- Keep all areas neat and tidy
- Follow all safety policies and other department policies/procedures
- Work with minimal supervision

Qualifications:

- Proficiency in English (verbal and written), second language an asset
- Previous groundskeeping or maintenance experience preferred
- 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, always remaining calm and courteous

Shifts:

- Day and Evening shifts

- Must be able to work weekends
- Two consistent regular days off are almost always provided

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

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