



EQUIPMENT AND MAINTENANCE MANAGER

Seasonal role based on Haida Gwaii.

REPORTS TO: General Manager

TEAM: Operations

POSITION SUMMARY

Reporting to the GM, the Equipment and Maintenance Manager oversees the care and stewardship of Haida Tourism's physical assets. The position implements maintenance schedules and processes for all equipment, tools, machinery and buildings, and works with the CMS ensuring safe work procedures are trained and followed. **This is a seasonal position**, operating from May until the end of September. The position is located in Haida Gwaii and requires travel to our various lodges.

KEY DUTIES AND RESPONSIBILITIES

- Works with GM and Lodge Managers ensuring that new and returning staff are trained in safe work procedures and equipment operation
- Provides day to day hands-on provision of maintenance services as well as oversight and coordination of the activities of Lodge staff engaged in repair and maintenance of machines, boats and boating equipment, tools, fishing equipment, radios, general equipment, water systems, buildings and grounds, etc.
- Ensures that preventative maintenance is implemented
- Works on site at our land and water-based lodges, Englefield, Haida House and Ocean House, throughout the season to ensure that maintenance programs are running effectively
- Provides operational support as necessary
- Other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication and organizational skills – verbal, written and interpersonal
- Intermediate level computer skills using MS Office – ability to create/maintain Excel workbooks, create templates, effectively communicate and organize weekly schedule in Outlook
- Ability to lift up to 50 pounds, and able to stoop and bend
- Highly developed problem-solving skills
- Able to work in a fast-paced environment while being flexible and adaptable to change

TRAINING, EDUCATION AND EXPERIENCE

- Red Seal certified journeyman: marine or heavy-duty equipment is an asset
- Minimum of 5 years' experience in an equipment maintenance role including 2 years at a supervisory level
- MedA3, SVOP, ROC-M certification, valid Class 5 Driver's License
- Experience in the Tourism industry, specifically aboriginal tourism or sports fishing an asset